ST/IC/2007/1

United Nations

Index to administrative issuances

JANUARY 2007

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Introduction

1. The present index to administrative issuances lists in alphanumeric order by series symbol, together with date and subject matter, all issuances at United Nations Headquarters that were current as at 31 December 2006. It also includes a subject index and an alphabetical index. The index is issued annually.*

2. The index comprises the following sections:

(a) **ST/SGB/- series.** These bulletins promulgate Regulations adopted by the General Assembly, establish Financial Rules, Staff Rules and the organizational structure of the Secretariat and contain important decisions of policy. They are issued by the Secretary-General and remain in effect from a given date until specifically amended or abolished;

(b) **ST/AI/- series.** These administrative instructions prescribe instructions and procedures for the implementation of Secretary-General's bulletins, and they also set forth office practices and procedures to be applied in more than one department of the Secretariat. These instructions remain in effect from a given date until specifically amended or abolished;

(c) **Subject and alphabetical indexes.** The subject and alphabetical indexes provide the information needed to locate issuances on specific subjects.

3. Copies of the index are available through official distribution. The index is also archived in the optical disk system, and is included in the Human Resources Handbook.

4. Comments and suggestions concerning this publication would be appreciated. They should be addressed to the Chief, Policy Support Unit, Division for Organizational Development, Office of Human Resources Management, room S-2590, United Nations, New York, NY 10017. They can also be sent by fax to 212-963-1068.

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* The index to information circulars is contained in ST/IC/2007/2.

1 January 2007

Contents

	Page
A. Administrative issuances, by alphanumeric symbol	1
I. Issuances under Secretary-General's bulletin ST/SGB/1997/1*	1
1. Secretary-General's bulletins (ST/SGB/2006/1-)	1
2. Secretary-General's bulletins (ST/SGB/2005/-)	3
3. Secretary-General's bulletins (ST/SGB/2004/-)	4
4. Secretary-General's bulletins (ST/SGB/2003/-)	4
5. Secretary-General's bulletins (ST/SGB/2002/-)	5
6. Secretary-General's bulletins (ST/SGB/2001/-)	6
7. Secretary-General's bulletins (ST/SGB/2000/-)	6
8. Secretary-General's bulletins (ST/SGB/1999/-)	7
9. Secretary-General's bulletins (ST/SGB/1998/-)	8
10. Secretary-General's bulletins (ST/SGB/1997/-)	8
11. Administrative instructions (ST/AI/2006/1-)	9
12. Administrative instructions (ST/AI/2005/-)	9
13. Administrative instructions (ST/AI/2004/-)	10
14. Administrative instructions (ST/AI/2003/-)	10
15. Administrative instructions (ST/AI/2002/-)	11
16. Administrative instructions (ST/AI/2001/-)	11
17. Administrative instructions (ST/AI/2000/-)	11
18 . Administrative instructions (ST/AI/1999/-)	12
19. Administrative instructions(ST/AI/1998/-)	13
20. Administrative instructions (ST/AI/1997/-)	13
II. Issuances under Secretary-General's bulletin ST/SGB/100	13
1. Secretary-General's bulletins (ST/SGB/-)	13
2. Administrative instructions (ST/AI/-)	16
B. Subject index to administrative issuances	23

* On 1 June 1997 a new system for administrative issuances entered into force in accordance with Secretary-General's bulletin ST/SGB/1997/1.

I. Buildings, premises and security 23
1. Buildings and premises 23
2. Garage 23
3. Passes 23
4. Safety 23
5. Security 23
II. Claims 24
III. Communications, archives and records 24
1. Archives and records 24
2. Communications, correspondence and mailing 24
3. Pouch 25
IV. Conferences 25
V. Documents and publications 25
1. General 25
2. Regulations for the control and limitation of documentation 25
VI. Finance 26
1. Financial arrangements 26
2. General 26
3. Financial regulations and rules 27
4. Revenue-producing activities 27
5. Trust funds and special accounts 27
VII. General office procedures 28
VIII. Human resources 29
1. Administration-staff relations 29
2. Allowances, entitlements and grants 29
3. Appeals 30
4. Appointments, placement and promotion 30
5. Attendance, leave and working hours 32
6. Delegation of authority 33
7. Duties and obligations 33
8. Job classification system 33
9. General 34
10. Medical and other insurance 34

11. Pensions, post-retirement services and employment beyond retirement 35
12. Post adjustment 35
13. Salary scales and payment 35
14. Staff regulations and rules 36
15. Training, career development and examinations 36
16. United States taxes 36
17. Visas 37
IX. Library 37
X. Missions 37
XI. Organizational structure 37
1. General 37
2. Institutes 38
3. Secretariat departments and units 38
4. Secretariat boards and committees 39
5. Units servicing voluntary programmes 40
XII. Property and supplies 40
1. Property control 40
2. General 41
XIII. Protocol 41
XIV. Travel and transportation 41
1. Automobiles, baggage and customs 41
2. Expenses 41
3. General 41
C. Alphabetical index to administrative issuances 43

A. Administrative issuances, by alphanumeric symbol

I. Issuances under Secretary-General's bulletin ST/SGB/1997/1*

1. Secretary-General's bulletins (ST/SGB/2006/1-)

Symbol	*Date issued*	*Subject*	*Amendments/remarks*
ST/SGB/2006/1	1/06	Amendments to the 100 series of the Staff Rules (ST/SGB/2002/1)	See also ST/SGB/2002/1, as amended by ST/SGB/2003/1, ST/SGB/2004/1, ST/SGB/2005/1 and ST/SGB/2006/11
ST/SGB/2006/2 and Corr.1	1/06 3/3/06	Amendments to the 200 series of the Staff Rules (ST/SGB/2002/2)	See also ST/SGB/2002/2, as amended by ST/SGB/2003/2, ST/SGB/2004/2, ST/SGB/2005/2 and ST/SGB/2006/11
ST/SGB/2006/3	1/06	Staff Rules - Rules 301.1 to 312.6 governing appointments for service of a limited duration	See also ST/AI/2001/2, as amended by ST/AI/2004/5, ST/AI/2005/4 and ST/SGB/2006/11
ST/SGB/2006/4	1/06	Staff Regulations	
ST/SGB/2006/5	22/3/06	Acceptance of pro bono goods and services	
ST/SGB/2006/6	10/4/06	Financial disclosure and declaration of interest statements	
ST/SGB/2006/7	31/5/06	Records of the Serious Crimes Unit of the Office of the Prosecutor General of Timor-Leste	See also ST/AI/2006/2
ST/SGB/2006/8	20/7/06	Special annex for the United Nations Habitat and Human Settlements Foundation (series 300) to the Financial Regulations and Rules of the United Nations (series 100)	See also ST/SGB/2003/7
ST/SGB/2006/9	24/8/06	Consideration for conversion to permanent appointment of staff members eligible to be considered in 1995	See also ST/SGB/280 and Amend.1
ST/SGB/2006/10	10/10/06	Establishment and operation of the Central Emergency Response Fund	See also ST/SGB/1997/1
ST/SGB/2006/11	24/11/06	Amendments to staff rules 105.3, 107.13, 107.19, 107.21, 107.23, 205.2, 207.15, 207.19, 207.20, 207.22 and 307.6	

* On 1 June 1997 a new system for administrative issuances entered into force in accordance with Secretary-General's bulletin ST/SGB/1997/1.

Symbol	*Date issued*	*Subject*	*Amendments/remarks*
ST/SGB/2006/12	30/11/06	Organization of the Office of Legal Affairs	See also ST/SGB/1997/5, as amended by ST/SGB/2002/11
ST/SGB/2006/13	1/12/06	Organization of the Secretariat of the United Nations Environment Programme	See also ST/SGB/1997/5, as amended by ST/SGB/2002/11 and ST/SGB/2000/13
ST/SGB/2006/14	8/12/06	Amendment to Secretary-General's bulletin on new mechanisms to strengthen the executive management of the United Nations Secretariat	See also ST/SGB/2005/16
ST/SGB/2006/15	26/12/06	Post-employment restrictions	
ST/SGB/2006/16	22/12/06	Disposition of the documents of the Independent Inquiry Committee into the United Nations Oil-for Food Programme	

Symbol	*Date issued*	*Subject*	*Amendments/remarks*
2. Secretary-General's bulletins (ST/SGB/2005/-)			
ST/SGB/2005/1	1/05	Amendments to the 100 series of the Staff Rules (ST/SGB/2002/1)	See also ST/SGB/2002/1, as amended by ST/SGB/2003/1, ST/SGB/2004/1, ST/SGB/2006/1 and ST/SGB/2006/11
ST/SGB/2005/2	1/05	Amendments to the 200 series of the Staff Rules (ST/SGB/2002/2)	See also ST/SGB/2002/2, as amended by ST/SGB/2003/2, ST/SGB/2004/2, ST/SGB/2006/2 and ST/SGB/2006/11
ST/SGB/2005/4	28/2/05	Senior Review Group	
ST/SGB/2005/7	13/4/05	Designation of staff members performing significant functions in the management of financial, human and physical resources	
ST/SGB/2005/8	13/4/05	Organization of the Department of Management	See also ST/SGB/1997/5, as amended by ST/SGB/2002/11
ST/SGB/2005/9	2/5/05	Organization of the Department for General Assembly and Conference Management	See also ST/SGB/1997/5, as amended by ST/SGB/2002/11
ST/SGB/2005/10	2/5/05	Establishment of a Senior Advisory Board on Services to the Public	
ST/SGB/2005/11	29/4/05	Organization of the Secretariat of the Economic and Social Commission for Asia and the Pacific	See also ST/SGB/1997/5, as amended by ST/SGB/2002/11
ST/SGB/2005/12	29/4/05	Organization of the Secretariat of the Economic Commission for Africa	See also ST/SGB/1997/5, as amended by ST/SGB/2002/11
ST/SGB/2005/13	5/5/05	Management Performance Board	
ST/SGB/2005/15	24/5/05	Publications Board	
ST/SGB/2005/16	22/8/05	New mechanisms to strengthen the executive management of the United Nations Secretariat	See also ST/SGB/1997/5 and ST/SGB/2006/14
ST/SGB/2005/17	12/9/05	Integrity awareness initiative	
ST/SGB/2005/20	28/11/05	Prevention of workplace harassment, sexual harassment and abuse of authority	See also ST/AI/379
ST/SGB/2005/21	19/12/05	Protection against retaliation for reporting misconduct and for cooperating with duly authorized audits or investigations	

Symbol	*Date issued*	*Subject*	*Amendments/remarks*
ST/SGB/2005/22	29/12/05	Ethics Office - establishment and terms of reference	

3. Secretary-General's bulletins (ST/SGB/2004/-)

ST/SGB/2004/1 and Corr.1	1/04 27/4/04	Amendments to the 100 series of the Staff Rules (ST/SGB/2002/1)	See also ST/SGB/2002/1, as amended by ST/SGB/2003/1, ST/SGB/2005/1, ST/SGB/2006/1 and ST/SGB/2006/11
ST/SGB/2004/2	1/04	Amendments to the 200 series of the Staff Rules (ST/SGB/2002/2)	See also ST/SGB/2002/2, as amended by ST/SGB/2003/2 ST/SGB/2005/2, ST/SGB/2006/2 and ST/SGB/2006/11
ST/SGB/2004/5	15/3/04	Organization of the United Nations Office at Vienna	See also ST/SGB/1997/5, as amended by ST/SGB/2002/11 and ST/SGB/2004/6
ST/SGB/2004/6	15/3/04	Organization of the United Nations Office on Drugs and Crime	See also ST/SGB/1997/5, as amended by ST/SGB/2002/11 ST/SGB/2004/5,ST/SGB/240 and ST/SGB/388
ST/SGB/2004/8	7/4/04	Organization of the Office of Human Resources Management	See also ST/SGB/1997/5, as amended by ST/SGB/2002/11
ST/SGB/2004/9	1/6/04	Independent inquiry into the oil-for-food programme	
ST/SGB/2004/10	28/5/04	Authority of the United Nations Population Fund in matters relating to human resources	
ST/SGB/2004/11	9/8/04	Payment of insurance proceeds under the malicious acts insurance policy	
ST/SGB/2004/12	11/8/04	Organization of the Department for Disarmament Affairs	See also ST/SGB/1997/5, as amended by ST/SGB/2002/11
ST/SGB/2004/13	24/9/04	Personal status for purposes of United Nations entitlements	
ST/SGB/2004/15	29/11/04	Use of information and communication technology resources and data	

4. Secretary-General's bulletins (ST/SGB/2003/-)

ST/SGB/2003/1 ST/SGB/2003/1/ Corr.1(French only)	1/03 6/3/03	Amendments to the 100 series of the Staff Rules (ST/SGB/2002/1)	See also ST/SGB/2002/1, as amended by ST/SGB/2004/1 and Corr.1, ST/SGB/2005/1, ST/SGB/2006/1 and ST/SGB/2006/11

Symbol	*Date issued*	*Subject*	*Amendments/remarks*
ST/SGB/2003/2	1/03	Amendments to the 200 series of the Staff Rules (ST/SGB/2002/2)	See also ST/SGB/2002/2, as amended by ST/SGB/2004/2, ST/SGB/2005/2, ST/SGB/2006/2 and ST/SGB/2006/11
ST/SGB/2003/4	24/1/03	Flexible working arrangements	
ST/SGB/2003/6	23/4/03	Office of the Special Adviser on Africa	See also ST/SGB/1997/5, as amended by ST/SGB/2002/11
ST/SGB/2003/7	9/5/03	Financial Regulations and Rules of the United Nations	See also ST/AI/2004/1
ST/SGB/2003/9	11/8/03	Non-smoking policy at United Nations Headquarters, New York	
ST/SGB/2003/11	19/8/03	United Nations Nobel Peace Prize Memorial Fund	
ST/SGB/2003/13	9/10/03	Special measures for protection from sexual exploitation and sexual abuse	See also ST/SGB/1999/13 and ST/SGB/253
ST/SGB/2003/14	25/10/03	Policy on breastfeeding	
ST/SGB/2003/16	21/11/03	Organization of the Office of Programme Planning, Budget and Accounts	See also ST/SGB/1997/5, as amended by ST/SGB/2002/11
ST/SGB/2003/17	21/11/03	Information and Communications Technology Board	See also ST/AI/2005/10 and ST/SGB/2004/15
ST/SGB/2003/18	1/12/03	Policy on HIV/AIDS in the workplace	See also ST/SGB/1999/17
ST/SGB/2003/19	9/12/03	Basic security in the field: staff safety, health and welfare (interactive online learning)	

5. Secretary-General's bulletins (ST/SGB/2002/-)

ST/SGB/2002/1	1/02	Staff Rules - 100 series	See also ST/SGB/2003/1, ST/SGB/2004/1 and Corr.1, ST/SGB/2005/1, ST/SGB/2006/1 and ST/SGB/2006/11
ST/SGB/2002/2	1/02	Staff Regulations of the United Nations and Staff Rules 200.1 to 212.7 applicable to Technical Assistance Project Personnel	See also ST/SGB/2003/2, ST/SGB/2004/2, ST/SGB/2005/2, ST/SGB/2006/2 and ST/SGB/2006/11
ST/SGB/2002/5	23/4/02	Introduction of a new staff selection system	See also ST/AI/2006/3
ST/SGB/2002/6	23/4/02	Central Review Bodies	

Symbol	*Date issued*	*Subject*	*Amendments/remarks*
ST/SGB/2002/7	16/5/02	Organization of the Office of Internal Oversight Services	See also ST/SGB/273
ST/SGB/2002/8	5/6/02	Evacuation procedures for the United Nations Headquarters complex	
ST/SGB/2002/9	18/6/02	Regulations governing the status, basic rights and duties of Officials other than Secretariat Officials, and Experts on Mission	See also ST/SGB/2002/13
ST/SGB/2002/11	27/9/02	Amendment to Secretary-General's bulletin on the Organization of the Secretariat of the United Nations (ST/SGB/1997/5)	See also ST/SGB/1997/5, ST/SGB/2005/16 and ST/SGB/2006/14
ST/SGB/2002/12	15/10/02	Office of the Ombudsman - appointment and terms of reference of the Ombudsman	
ST/SGB/2002/13	1/11/02	Status, basic rights and duties of United Nations staff members	See also ST/SGB/2002/9
ST/SGB/2002/14	22/11/02	Organization of the secretariat of the United Nations Human Settlements Programme	See also ST/SGB/2000/13 and ST/SGB/2000/13/Corr.1 (French only)
ST/SGB/2002/15	3/12/02	Staff-Management Coordination Committee	
ST/SGB/2002/16	27/12/02	Organization of the secretariat of the Economic and Social Commission for Western Asia (ESCWA)	
ST/SGB/2002/17	31/12/02	Amendment to the Secretary-General's bulletin on the implementation of the report of the Panel on United Nations Peace Operations - filling of new posts (ST/SGB/2001/4)	See also ST/SGB/2001/4
ST/SGB/2002/18	31/12/02	New nomenclature for staff of the United Nations	

6. Secretary-General's bulletins (ST/SGB/2001/-)

ST/SGB/2001/4	12/4/01	Implementation of the report of the Panel on United Nations Peace Operations - filling of new posts	See also ST/SGB/2002/17
ST/SGB/2001/7	28/8/01	Procedures to be followed by the departments, offices and regional commissions of the United Nations with regard to treaties and international agreements	

7. Secretary-General's bulletins (ST/SGB/2000/-)

ST/SGB/2000/4	24/1/00	Organization of the United Nations Office at Geneva	

Symbol	*Date issued*	*Subject*	*Amendments/remarks*
ST/SGB/2000/5	7/2/00	Organization of the secretariat of the Economic Commission for Latin America and the Caribbean	
ST/SGB/2000/6	17/2/00	Organization of the United Nations Relief and Works Agency for Palestine Refugees in the Near East	
ST/SGB/2000/8	19/4/00	Regulations and Rules Governing Programme Planning, the Programme Aspects of the Budget, the Monitoring of Implementation and the Methods of Evaluation	
ST/SGB/2000/9	15/5/00	Functions and organization of the Department of Peacekeeping Operations	
ST/SGB/2000/10	15/5/00	Organization of the Department of Political Affairs	
ST/SGB/2000/11	22/5/00	Visa Committee	
ST/SGB/2000/13 ST/SGB/2000/13/ Corr.1 (French only)	22/9/00 5/12/00	Organization of the United Nations Office at Nairobi	See also ST/SGB/2006/13 and ST/SGB/2002/14
ST/SGB/2000/15	1/12/00	Regulations for the United Nations Dag Hammarskjöld Medal	See also ST/SGB/119 and Amend.1
ST/SGB/2000/16	13/12/00	Abolition of obsolete administrative issuances	See also ST/SGB/1999/11

8. Secretary-General's bulletins (ST/SGB/1999/-)

ST/SGB/1999/4	20/5/99	Family and child support obligations of staff members	See also ST/AI/2000/12
ST/SGB/1999/6	8/6/99	Commission for Historical Clarification	
ST/SGB/1999/8	22/6/99	Organization of the Office for the Coordination of Humanitarian Affairs	
ST/SGB/1999/9	24/6/99	Steering Committee for the Improvement of the Status of Women in the Secretariat	See also ST/SGB/282 and ST/AI/1999/9
ST/SGB/1999/10	30/6/99	Organization of the Department of Public Information	
ST/SGB/1999/11	30/6/99	Abolition of obsolete administrative issuances and information circulars	See also ST/SGB/2000/16
ST/SGB/1999/13	6/8/99	Observance by United Nations forces of international humanitarian law	
ST/SGB/1999/15	13/10/99	Organizational competencies for the future	See also ST/SGB/1998/6

Symbol	*Date issued*	*Subject*	*Amendments/remarks*
ST/SGB/1999/17	30/11/99	United Nations personnel policy on HIV/AIDS	
ST/SGB/1999/18	15/12/99	Performance Appraisal System	See also ST/AI/2002/3
ST/SGB/1999/19	20/12/99	Departmental focal points for women in the Secretariat	See also ST/SGB/282 and

9 Secretary-General's bulletins (ST/SGB/1998/-)

ST/SGB/1998/1	15/1/98	Organization of the secretariat of the United Nations Conference on Trade and Development	
ST/SGB/1998/3	23/2/98	Organization of the secretariat of the Economic Commission for Europe	
ST/SGB/1998/6	31/3/98	Building the future	See also ST/SGB/1999/15
ST/SGB/1998/9	27/4/98	Organization of the Office of the United Nations High Commissioner for Refugees	
ST/SGB/1998/11	1/6/98	Organization of the Office of Central Support Services	
ST/SGB/1998/18	3/12/98	Organization of the Executive Office of the Secretary-General	

10. Secretary-General's bulletins (ST/SGB/1997/-)

ST/SGB/1997/1	28/5/97	Procedures for the promulgation of administrative issuances	
ST/SGB/1997/2	28/5/97	Information circulars	
ST/SGB/1997/3	8/9/97	Senior Management Group	See also ST/SGB/2005/16 and ST/SGB/2006/14
ST/SGB/1997/5	12/9/97	Organization of the Secretariat of the United Nations	See also ST/SGB/2002/11, ST/SGB/2005/16 and ST/SGB/2006/14
ST/SGB/1997/9	15/9/97	Organization of the Department of Economic and Social Affairs	
ST/SGB/1997/10	15/9/97	Organization of the Office of the United Nations High Commissioner for Human Rights	

Symbol	*Date issued*	*Subject*	*Amendments/remarks*
11. Administrative instructions (ST/AI/2006/1-)			
ST/AI/2006/1	1/8/06	Policy on the provision and use of official cars	See also ST/SGB/1997/1 and ST/AI/1998/2
ST/AI/2006/2	31/5/06	Internal controls governing access to copies of the records of the Serious Crimes Unit of the Office of the Prosecutor General of Timor-Leste	See also ST/SGB/2006/7 and ST/SGB/2004/15
ST/AI/2006/3	15/11/06	Staff selection system	See also ST/SGB/1997/5, as amended by ST/SGB/2002/11 and ST/SGB/2002/6
ST/AI/2006/4	27/11/06	Official travel	See also ST/SGB/1997/1 and ST/SGB/107/Rev.6
ST/AI/2006/5	24/11/06	Excess baggage, shipments and insurance	See also ST/SGB/1997/1
12. Administrative instructions (ST/AI/2005/1-			
ST/AI/2005/1	29/3/05	Administrative instruction amending administrative instruction ST/AI/1999/13 (Recording of attendance and leave)	See also ST/AI/1999/13
ST/AI/2005/2	6/5/05	Family leave, maternity and paternity leave	
ST/AI/2005/3	6/5/05	Sick leave	
ST/AI/2005/4	6/5/05	Administrative instruction amending administrative instruction ST/AI/2001/2	See also ST/AI/2001/2 and ST/AI/2004/5
ST/AI/2005/5	31/5/05	Administrative instruction amending administrative instruction ST/AI/400	See also ST/AI/400 and ST/SGB/1997/1
ST/AI/2005/6	31/5/05	Administrative instruction amending administrative instruction ST/AI/1997/6	See also ST/SGB/1997/1 and ST/AI/1997/6
ST/AI/2005/9	26/7/05	Administrative instruction amending administrative instruction ST/AI/2003/7	See also ST/AI/2003/7
ST/AI/2005/10	8/8/05	Information and communication technology initiatives	See also ST/SGB/2003/17 and ST/SGB/2004/15
ST/AI/2005/11	31/8/05	Administrative instruction amending administrative instruction ST/AI/2000/9	See also ST/SGB/1997/1 and ST/AI/2000/9
ST/AI/2005/12	8/11/05	Medical clearances and examinations	See also ST/SGB/1997/1 and ST/SGB/2003/18

Symbol	*Date issued*	*Subject*	*Amendments/remarks*
13. Administrative instructions (ST/AI/2004/-)			
ST/AI/2004/1	8/3/04	Delegation of authority under the Financial Regulations and Rules of the United Nations	See also ST/SGB/1997/1
ST/AI/2004/2	24/6/04	Education grant and special education grant for children with a disability	See also ST/SGB/1997/1, ST/AI/2000/6 and Amend.1 and ST/AI/2002/1
ST/AI/2004/3	29/9/04	Financial responsibility of staff members for gross negligence	See also ST/SGB/1997/1 ST/AI/2000/11 and ST/AI/371
ST/AI/2004/4	17/12/04	Administrative instruction amending administrative instruction ST/AI/2000/16	See also ST/SGB/1997/1 and ST/AI/2000/16
ST/AI/2004/5	22/12/04	Administrative instruction amending administrative instruction ST/AI/2001/2	See also ST/SGB/1997/1, ST/AI/2001/2, as amended by ST/AI/2005/4
ST/AI/2004/6 and Corr.1	22/12/04 24/5/06	Administrative instruction amending administrative instruction ST/AI/2000/21	See also ST/AI/2000/21
14. Administrative instructions (ST/AI/2003/-)			
ST/AI/2003/1	27/1/03	Administrative instruction amending ST/AI/2000/1 (Special conditions for recruitment or placement of candidates successful in a competitive examination for posts requiring special language skills)	See also ST/AI/2000/1
ST/AI/2003/2	30/1/03	Testing in the Security and Safety Service at Headquarters for use of illegal drugs and controlled substances	See also ST/AI/372
ST/AI/2003/3	21/3/03	Special post allowance for field mission staff	
ST/AI/2003/4	21/3/03	Administrative instruction amending ST/AI/401 (Personnel arrangements for the Office of Internal Oversight Services)	See also ST/AI/401
ST/AI/2003/5	19/5/03	Property management and inventory control at United Nations Headquarters	See also ST/AI/374
ST/AI/2003/7	30/10/03	Competitive examination for recruitment to the Professional category of staff members from other categories	See also ST/AI/2005/9
ST/AI/2003/8 and Amend.1	13/11/03 17/3/06	Retention in service beyond the mandatory age of separation and employment of retirees	
ST/AI/2003/9	7/1/04	Administrative instruction amending administrative instruction ST/AI/1998/3	See also ST/AI/1998/3

Symbol	Date issued	Subject	Amendments/remarks
15. Administrative instructions (ST/AI/2002/-)			
ST/AI/2002/3	30/3/02	Performance appraisal system	See also ST/SGB/1999/18
ST/AI/2002/5	7/6/02	Administrative instruction amending administrative instruction ST/AI/1997/6	See also ST/AI/1997/6 and ST/AI/2005/6
ST/AI/2002/6	27/9/02	Life insurance	
ST/AI/2002/8	27/12/02	Official hospitality	
16. Administrative instructions (ST/AI/2001/-)			
ST/AI/2001/1	8/2/01	Currency and modalities of payment of salaries and allowances	
ST/AI/2001/2	15/3/01	Appointments of limited duration	See also ST/SGB/2006/3, ST/AI/2004/5 and ST/AI/2005/4
ST/AI/2001/3	4/5/01	Administrative instruction amending ST/AI/259/Rev.10 (Salary differential)	See also ST/AI/259/Rev.10
ST/AI/2001/4	5/6/01	Disposal of computer equipment at United Nations Headquarters	
ST/AI/2001/5	22/8/01	United Nations internet publishing	
ST/AI/2001/6	24/7/01	Administrative instruction amending ST/AI/342 (Guidelines for the preparation of host government agreements falling under General Assembly resolution 40/243)	See also ST/AI/342
ST/AI/2001/7	28/8/01	Managed Reassignment Programme for Junior Professional Staff	See also ST/AI/2003/7 (as amended by ST/AI/2005/9)
ST/AI/2001/9	7/12/01	Administrative instruction amending ST/AI/2000/2 (Mobility and hardship allowance)	See also ST/AI/2000/2
17. Administrative instructions (ST/AI/2000/-)			
ST/AI/2000/1	12/1/00	Special conditions for recruitment or placement of candidates successful in a competitive examination for posts requiring special language skills	
ST/AI/2000/2	10/3/00	Mobility and hardship allowance	See also ST/AI/2001/9
ST/AI/2000/3	4/4/00	Overtime compensation for staff members in the Field Service category at established missions	

Symbol	*Date issued*	*Subject*	*Amendments/remarks*
ST/AI/2000/4	5/4/00	Sabbatical leave programme	
ST/AI/2000/5	15/5/00	Repatriation grant	
ST/AI/2000/6 and Amend.1	25/5/00 24/11/06	Special entitlements for staff members serving at designated duty stations	See also ST/SGB/1997/1
ST/AI/2000/8 and Amend.1	13/9/00 15/3/06	Dependency status and dependency benefits	
ST/AI/2000/9	19/9/00	United Nations internship programme	See also ST/AI/2005/11
ST/AI/2000/10	21/9/00	Medical evacuation	
ST/AI/2000/11	12/10/00	Recovery of overpayments made to staff members	See also ST/AI/2004/3
ST/AI/2000/12	25/10/00	Private legal obligations of staff members	See also ST/SGB/1999/4
ST/AI/2000/13	25/10/00	Outside activities	
ST/AI/2000/14	9/11/00	Coordination of action in cases of death of staff members: Travel and transportation in cases of death or health-related emergency	
ST/AI/2000/15	27/11/00	Family visit travel	See also ST/AI/2006/4
ST/AI/2000/16	5/12/00	Rental subsidies and deductions	See also ST/AI/2004/4
ST/AI/2000/17	11/12/00	Assignment grant	
ST/AI/2000/19	18/12/00	Visa status of non-United States staff members serving in the U.S.A, members of their household and their household employees, and staff members seeking or holding permanent resident status in the U.S.	
ST/AI/2000/21	22/12/00	Occasional recuperation break	See also ST/AI/2004/6 and Corr.1

18. Administrative instructions (ST/AI/1999/-)

ST/AI/1999/1	1/2/99	Delegation of authority in the administration of the Staff Rules	See also ST/SGB/151 and ST/AI/234/Rev.1 and Amend.1
ST/AI/1999/2	13/5/99	Language proficiency and language incentives	
ST/AI/1999/6	28/5/99	Gratis personnel	
ST/AI/1999/7 and Amend.1	25/8/99 15/3/06	Consultants and individual contractors	See also ST/SGB/177, ST/AI/295 and Amend.1 and ST/AI/296 and Amend.1

Symbol	Date issued	Subject	Amendments/remarks
ST/AI/1999/9	21/9/99	Special measures for the achievement of gender equality	See also ST/SGB/282
ST/AI/1999/13	9/11/99	Recording of attendance and leave	See also ST/AI/2005/1
ST/AI/1999/16	28/12/99	Termination of appointment for reasons of health	
ST/AI/1999/17 and Amend.1	23/11/99 30/1/06	Special post allowance	

19. Administrative instructions (ST/AI/1998/-)

ST/AI/1998/1	28/1/98	Payment of income taxes to United States tax authorities	
ST/AI/1998/2	21/1/98	Reimbursement for travel by private motor vehicle	
ST/AI/1998/3	23/1/98	System of daily subsistence allowance	See also ST/AI/2003/9
ST/AI/1998/4	10/2/98	Competitive examinations for the placement of General Service and related categories in particular occupational groups	
ST/AI/1998/7	23/3/98	Competitive examinations for recruitment and placement in posts requiring specific language skills in the Professional category	
ST/AI/1998/9 ST/AI/1998/9/Corr.1 (English only)	6/10/98 29/12/98	System for the classification of posts	

20. Administrative instructions (ST/AI/1997/-)

ST/AI/1997/1	20/8/97	Conditions under which staff members may take national competitive recruitment examinations	See also ST/SGB/210
ST/AI/1997/4	30/9/97	Upgrading of substantive and technical skills	See also ST/SGB/1998/6
ST/AI/1997/6	20/10/97	Mission subsistence allowance	See also ST/AI/2002/5 and ST/AI/2005/6

II. Issuances under Secretary-General's bulletin ST/SGB/100

1. Secretary-General's bulletins (ST/SGB/-)

ST/SGB/Financial Rules/2	9/12/75	Financial Rules of the Fund of the United Nations Environment Programme	

Symbol	*Date issued*	*Subject*	*Amendments/remarks*
ST/SGB/Staff Rules/ Appendix D/Rev.1/ Amend.1	1/1/66 8/1/76	Rules governing compensation in the event of death, injury or illness attributable to the performance of official duties on behalf of the United Nations	
ST/SGB/ UNFICYP/1	25/4/64	Regulations for the United Nations Peacekeeping Force in Cyprus	
ST/SGB/103/Rev.1	6/80	Rules governing compensation to members of commissions, committees or similar bodies in the event of death, injury or illness attributable to service with the United Nations	
ST/SGB/107/Rev.6	25/3/91	Rules governing payment of travel expenses and subsistence allowances in respect of members of organs or subsidiary organs of the United Nations	
ST/SGB/119/Rev.1	16/2/66	Regulations for the United Nations medal	See also ST/SGB/2000/15
ST/SGB/125/Rev.1 ST/SGB/125/Rev.1/ Amend.1 ST/SGB/125/Rev.2 (Spanish only)	21/5/63 31/12/63 27/2/64	Latin American Institute for Economic and Social Planning: arrangements for administrative servicing and promulgation of provisional financial rules	
ST/SGB/126 ST/SGB/126/ Amend.1	1/8/63 15/6/73	United Nations Research Institute for Social Development	
ST/SGB/127 ST/SGB/127/ Amend.1	23/9/63 29/4/74	Asian Institute for Economic Development and Planning: arrangements for administrative servicing and promulgation of provisional financial rules	
ST/SGB/129	31/12/64	African Institute for Economic Development and Planning: arrangements for administrative servicing and promulgation of provisional financial rules and procedures	
ST/SGB/132	1/67	United Nations Flag Code and Regulations	
ST/SGB/135	26/12/69	Access to League of Nations archives	
ST/SGB/136	1/2/71	Preservation and disposition of gifts and historical items	
ST/SGB/151	7/1/76	Administration of the Staff Regulations and the Staff Rules	See also ST/AI/234/Rev.1 and Amend.1 and ST/AI/1999/1
ST/SGB/152	4/3/76	Procedure for the establishment and maintenance of branch libraries and reference centres in the United Nations Secretariat at Headquarters	

Symbol	*Date issued*	*Subject*	*Amendments/remarks*
ST/SGB/160	13/10/77	Planning, preparation and servicing of special conferences	See also ST/AI/342, ST/AI/2006/4 and ST/AI/2001/6
ST/SGB/172	19/4/79	Staff-management relations: decentralization of consultation procedure	See also ST/SGB/274
ST/SGB/177	19/11/82	Policies for obtaining the services of individuals on behalf of the Organization	See also ST/SGB/283, ST/AI/295 and Amend.1, ST/AI/296 and Amend.1, ST/AI/297 and Add.1, ST/AI/327 and ST/AI/1999/7 and Amend.1
ST/SGB/188	1/3/82	Establishment and management of trust funds	See also ST/AI/284, ST/AI/285 and ST/AI/286
ST/SGB/198	10/12/82	Security, safety and independence of the international civil service	See also ST/AI/299
ST/SGB/200/Rev.1	1/10/92	Joint Advisory Committee at Headquarters	
ST/SGB/201	8/7/83	Use of working languages of the Secretariat	See also ST/SGB/212
ST/SGB/205	14/6/84	Regional Commissions Liaison Office	
ST/SGB/209	21/12/84	Policies and procedures governing the relationship between non-governmental organizations and the United Nations Secretariat	
ST/SGB/210	22/1/85	National competitive examinations	See also ST/AI/1997/1 and ST/AI/2001/7
ST/SGB/212	24/9/85	Use of working languages of the Secretariat	See also ST/SGB/201
ST/SGB/214	17/1/86	International Research and Training Institute for the Advancement of Women	
ST/SGB/230	8/3/89	Resolution of tort claims	
ST/SGB/240	26/6/91	United Nations International Drug Control Programme	See also ST/SGB/2004/6 and ST/AI/388
ST/SGB/242	26/6/91	United Nations archives and records management	See also ST/AI/326 and Corr.1
ST/SGB/253	29/10/92	Promotion of equal treatment of men and women in the Secretariat and prevention of sexual harassment	See also ST/AI/379
ST/SGB/259	2/7/93	Wearing of grounds passes	See also ST/AI/333 and ST/AI/387
ST/SGB/267	15/11/93	Placement and promotion	
ST/SGB/269	10/1/94	Secure telecommunications equipment	

Symbol	*Date issued*	*Subject*	*Amendments/remarks*
ST/SGB/273	7/9/94	Establishment of the Office of Internal Oversight Services	See also ST/SGB/2002/7, ST/AI/397, and ST/AI/401 (as amended by ST/AI/2003/4)
ST/SGB/274	28/9/94	Procedures and terms of reference of the staff-management consultation machinery at the departmental or office level	See also ST/SGB/172
ST/SGB/275	22/12/94	Health and Life Insurance Committee at Headquarters	
ST/SGB/276	27/4/95	Integrated Management Information System: definition of responsibility for the implementation and operation of the system and terms of reference of the Steering Committee	
ST/SGB/277	19/5/95	Policy governing assignment to and return from mission detail	See also ST/AI/404
ST/SGB/280 ST/SGB/280/Amend.1	9/11/95 22/12/95	Suspension of the granting of permanent and probationary appointments	
ST/SGB/282	5/1/96	Policies to achieve gender equality in the United Nations	See also ST/SGB/1999/19 and ST/AI/1999/9
ST/SGB/283	29/8/96	Use of "when actually employed" contracts for special representatives, envoys and other special high-level positions	See also ST/SGB/177

2. Administrative instructions (ST/AI/-)

ST/AI/97/Rev.2	26/2/81	Control of United Nations property covered by personal property receipts	See also ST/AI/374 and ST/AI/2003/5
ST/AI/104	23/8/54	Solicitation of voluntary contributions within the Secretariat	
ST/AI/105	3/9/54	Maintenance of personnel record cards	
ST/AI/108	24/2/55	Annual inspection of official status files	See also ST/AI/292
ST/AI/118/Rev.1	15/1/57	Registration of representatives, establishment of passes and publication of official documents containing lists of delegates to meetings of United Nations organs	
ST/AI/145/Rev.1	18/6/70	Use of Dag Hammarskjöld Memorial Library building	Paras. 5 and 6; see also ST/AI/387 and ST/AI/416
ST/AI/149/Rev.4	14/4/93	Compensation for loss of or damage to personal effects attributable to service	

Symbol	*Date issued*	*Subject*	*Amendments/remarks*
ST/AI/155/Rev.2 ST/AI/155/Rev.2/Amend.1	31/8/90 13/12/90	Personnel payroll clearance action	
ST/AI/189	7/11/69	Regulations for the control and limitation of documentation	
ST/AI/189/Add.1/Rev.2	1/10/90	Initiation, approval and execution of the United Nations biennial publications programme	
ST/AI/189/Add.2 ST/AI/189/Add.2/Amend.1	15/9/71 30/4/75	Covers and title pages of publications	
ST/AI/189/Add.3/Rev.2	17/12/85	Distribution of documents, meeting records, official records and publications	See also ST/AI/271 and ST/AI/341
ST/AI/189/Add.4/Rev.1	20/1/97	Principles governing the exchange of United Nations documents and publications	See also ST/AI/271
ST/AI/189/Add.5/Rev.2	23/2/87	Stock review and disposal: official records and publications	
ST/AI/189/Add.6/Rev.4	12/2/96	Attribution of authorship in United Nations documents, publications and other official papers	
ST/AI/189/Add.7	30/9/71	Documentation workload estimates	
ST/AI/189/Add.8/Rev.1	15/3/77	Requests for document services	
ST/AI/189/Add.9/Rev.2 ST/AI/189/Add.9/Rev.2/Add.2	17/9/87 25/2/92	Copyright in United Nations publications: general principles, practice and procedure	Supersedes ST/AI/189/Add.9/Rev.1 on an experimental basis; see also ST/AI/189/Add.27
ST/AI/189/Add.10	29/11/72	Mailing of official United Nations documentation	See also ST/AI/271
ST/AI/189/Add.11/Rev.2	18/8/95	Principles governing United Nations depository libraries	
ST/AI/189/Add.12/Rev.1	20/1/97	Supply to the United Nations libraries of material not available through the regular distribution channels	
ST/AI/189/Add.13/Rev.1	22/12/73	Reissue of out-of-stock material	
ST/AI/189/Add.14/Rev.1	17/9/79	External publishing of United Nations manuscripts	
ST/AI/189/Add.15/Rev.1	30/6/92	Pricing of United Nations publications	

Symbol	*Date issued*	*Subject*	*Amendments/remarks*
ST/AI/189/Add.16	7/6/73	Classification and declassification of documents	
ST/AI/189/Add.17	24/6/75	Criteria for the selection of material to be issued as United Nations publications	
ST/AI/189/Add.18	19/1/76	Mention of names of commercial firms in United Nations documents and publications	
ST/AI/189/Add.19/ Rev.1	11/2/97	Newsletters and other information materials in printed or electronic format	
ST/AI/189/Add.20/ Rev.1	11/2/97	Maximum length of documents submitted in the name of the Secretary-General or of the Secretariat	
ST/AI/189/Add.21	15/1/79	Use of the United Nations emblem on documents and publications	
ST/AI/189/Add.22	1/6/79	Use and disposition of papers and reports of seminars and similar ad hoc meetings	
ST/AI/189/Add.23	24/2/82	Timetable for the planning and submission of documents for sessions of United Nations organs	
ST/AI/189/Add.24	11/12/84	Use of the International Standard Book Number (ISBN) and the International Standard Serial Number (ISSN) for United Nations publications	
ST/AI/189/Add.25/ Rev.1	20/1/97	Guidelines for the publication of maps	
ST/AI/189/Add.26	25/9/89	Guidelines for electronic publishing	See also ST/AI/189/Add.28
ST/AI/189/Add.27	8/11/90	References and acknowledgements	See also ST/AI/189/Add.9/ Rev.2 and Add.2
ST/AI/189/Add.28	14/8/96	Guidelines for publishing in an electronic format	See also ST/AI/189/Add.26
ST/AI/193/Rev.1	24/6/77	Material and package passes	See also ST/AI/309/Rev.2
ST/AI/202	4/6/71	Headquarters Property Survey Board: case report and recommendation form	
ST/AI/205	10/12/71	Library services	See also ST/AI/189/Add.12/ Rev.1
ST/AI/211	4/4/72	Scheduling of meetings and provision of conference services	
ST/AI/222	10/12/74	Procedure to be followed in cases of termination of permanent appointment for unsatisfactory services	

Symbol	*Date issued*	*Subject*	*Amendments/remarks*
ST/AI/227	25/4/75	Security of valuable articles: lost and found property	
ST/AI/231/Rev.1	23/1/91	Non-reimbursable loans of personnel services from sources external to the United Nations common system	
ST/AI/233	9/12/75	Contributions from non-Member States	
ST/AI/234/Rev.1 ST/AI/234/Rev.1/ Amend.1	22/3/89 14/6/90	Administration of the Staff Regulations and Staff Rules	See also ST/SGB/151 and ST/AI/1999/1
ST/AI/235 ST/AI/235/Corr.1	8/1/76 20/1/76	Death and disability coverage for members of the Joint Inspection Unit	
ST/AI/242 ST/AI/242/ Amend.1	22/2/77 8/8/95	Establishment of appointment and promotion committees at designated offices away from Headquarters	See also ST/SGB/151 and ST/AI/234/Rev.1 and Amend.1
ST/AI/244/Rev.1	18/7/96	United Nations Bookshop service for staff members	
ST/AI/248 and Amend.1	7/7/77 27/6/80	Reimbursement of taxi fares	
ST/AI/259/Rev.10	27/2/89	Salary differential for General Service staff in the language text-processing units in the Text-Processing Section, Department of General Assembly Affairs and Conference Services, Headquarters	See also ST/AI/2001/3
ST/AI/261	12/12/78	Forms management programme	
ST/AI/271	4/2/80	General principles and procedures governing outgoing official United Nations mail at Headquarters	See also ST/AI/189/Add.10
ST/AI/273	4/3/80	Employment of spouses	
ST/AI/274 ST/AI/274/Corr.1 (English only)	30/6/80 27/8/80	Appointment, extension and conversion of contractual status of staff in the General Service, Security Service and Manual Workers categories	
ST/AI/284	1/3/82	General trust funds	See also ST/SGB/188
ST/AI/285	1/3/82	Technical cooperation trust funds	See also ST/SGB/188
ST/AI/286	3/3/82	Programme support accounts	See also ST/SGB/188
ST/AI/291/Rev.1	18/7/84	Part-time employment	
ST/AI/292	15/7/82	Filing of adverse material in personnel records	See also ST/AI/108

Symbol	*Date issued*	*Subject*	*Amendments/remarks*
ST/AI/293	15/7/82	Facilities to be provided to staff representatives	
ST/AI/295 ST/AI/295/Amend.1	19/11/82 5/7/95	Temporary staff and individual contractors	See also ST/SGB/177, ST/AI/296 and Amend.1, ST/AI/297 and Add.1, ST/AI/327 and ST/AI/1999/7 and Amend.1
ST/AI/296 ST/AI/296/Amend.1	17/11/82 5/7/95	Consultants and participants in Advisory meetings	See also ST/SGB/177, ST/AI/295 and Amend.1, ST/AI/327 and ST/AI/1999/7 and Amend.1
ST/AI/297	19/11/82	Technical cooperation personnel and Operational, Executive and Administrative Services (OPAS) officers	See also ST/SGB/177, ST/AI/295 and Amend.1, ST/AI/296 and Amend.1, ST/AI/327 and ST/AI/1999/7 and Amend.1
ST/AI/299	10/12/82	Reporting of arrest or detention of staff members, other agents of the United Nations and members of their families	See also ST/SGB/198
ST/AI/308/Rev.1	25/11/83	Establishment of Panels on Discrimination and Other Grievances	
ST/AI/309/Rev.2	18/2/97	Authority of United Nations security officers	See also ST/SGB/259, ST/AI/193/Rev.1 and ST/AI/387
ST/AI/310	20/9/83	Registration of staff members and affiliates on Saturdays, Sundays, holidays and after office hours	See also ST/AI/387
ST/AI/323	27/9/84	Reduction in energy consumption	
ST/AI/326 ST/AI/326/Corr.1	28/12/84 17/1/85	United Nations archives	See also ST/SGB/242
ST/AI/327	23/1/85	Institutional or corporate contractors	See also ST/SGB/177, ST/AI/295 and Amend.1, ST/AI/296 and Amend.1, ST/AI/297 and Add.1 and ST/AI/1999/7 and Amend.1
ST/AI/333	29/11/85	Personal identification cards: Headquarters	See also ST/SGB/259 and ST/AI/387
ST/AI/334	21/5/86	Test for basic word-processing qualifications	
ST/AI/342	8/5/87	Guidelines for the preparation of host Government agreements falling under General Assembly resolution 40/243	See also ST/SGB/160, ST/AI/2006/4 and ST/AI/2001/6

Symbol	*Date issued*	*Subject*	*Amendments/remarks*
ST/AI/343 ST/AI/343/Corr.1 (French only)	31/7/87 31/8/95	Medical insurance plan for locally recruited staff at designated duty stations away from Headquarters	
ST/AI/349	22/4/88	United Nations garage	
ST/AI/351 ST/AI/351/ Amend.1	25/5/88 28/1/97	Assistance and representation by counsel in disciplinary and appeal cases	
ST/AI/354	27/7/88	Request for rectification of date of birth or of other personal data	
ST/AI/360/Rev.1 ST/AI/360/Rev.1/ Corr.1 (English only)	15/11/93 8/12/93	Movement of staff from the Field Service category to the Professional category	See also ST/AI/2003/7 (as amended by ST/AI/2005/9)
ST/AI/367 and Amend.1	15/10/90 24/11/06	Home leave: change of place of home leave and change of country of home leave	See also ST/SGB/1997/1
ST/AI/368	10/1/91	Instructions governing United Nations diplomatic pouch service	
ST/AI/371	2/8/91	Revised disciplinary measures and procedures	See also ST/AI/2004/3
ST/AI/372	25/9/91	Employee assistance in cases of alcohol/substance abuse	See also ST/AI/2003/2
ST/AI/374	16/1/92	Property records and inventory control under revised definition of non-expendable property	See also ST/AI/97/Rev.2 and ST/AI/2003/5
ST/AI/376	1/6/92	United Nations Exhibits Committee guidelines	See also ST/AI/416
ST/AI/379	29/10/92	Procedures for dealing with sexual harassment	See also ST/SGB/253
ST/AI/387	10/9/93	Security arrangements for admission to United Nations Headquarters	See also ST/SGB/259 and ST/AI/309/Rev.2
ST/AI/388	14/9/93	Personnel arrangements for the United Nations International Drug Control Programme (UNDCP)	See also ST/SGB/2004/6 and ST/SGB/240
ST/AI/394	19/5/94	After-service health insurance	
ST/AI/397	7/9/94	Reporting of inappropriate use of United Nations resources and proposals for the improvement of programme delivery	See also ST/SGB/273
ST/AI/400	22/12/94	Abandonment of post	
ST/AI/401	18/1/95	Personnel arrangements for the Office of Internal Oversight Services	See also ST/SGB/273 and ST/AI/2003/4

Symbol	*Date issued*	*Subject*	*Amendments/remarks*
ST/AI/404	19/5/95	Assignment to and return from mission detail	See also ST/SGB/277
ST/AI/408	1/8/95	Introduction of staggered working hours at Headquarters	
ST/AI/414	29/3/96	1996 early separation programme	
ST/AI/414/Add.1	3/5/96		
ST/AI/416	26/4/96	Use of United Nations premises for meetings, conferences, special events and exhibits	See also ST/AI/145/Rev.1 (paras. 5 and 6), ST/AI/376 and ST/AI/387

B. Subject index to administrative issuances

I. Buildings, premises and security

1. Buildings and premises

Admission to United Nations Headquarters: Security arrangements for - ST/AI/387

Dag Hammarskjöld Memorial Library building: Use of - ST/AI/145/Rev.1 (paras. 5 and 6), ST/AI/387 and ST/AI/416

Energy conservation: see Reduction in energy consumption

Non-smoking policy at United Nations Headquarters, New York – ST/SGB/2003/9

Property management and inventory control at United Nations Headquarters – ST/AI/2003/5

Property Survey Boards – ST/SGB/2003/7 (rule 105.21)

Reduction in energy consumption - ST/AI/323

United Nations Bookshop service for staff members - ST/AI/244/Rev.1

Use of United Nations premises for meetings, conferences, special events and exhibits - ST/AI/416 (see also Exhibits Committee guidelines, in section XI.4, and Security arrangements for admission to United Nations Headquarters, in section I.5 below)

2. Garage

Garage Review Board - ST/AI/349

Parking rates: see United Nations Garage below

United Nations Garage - ST/AI/349

3. Passes

Grounds passes: Wearing of - ST/SGB/259, ST/AI/155/Rev.2 and Amend.1 (para. 5), ST/AI/333 and ST/AI/387

Material and package passes - ST/AI/193/Rev.1 and ST/AI/309/Rev.2

Personal identification cards: Headquarters (including retired staff) - ST/AI/333 and ST/AI/387

Registration of staff members and affiliates on Saturdays, Sundays, holidays and after office hours - ST/AI/310 and ST/AI/387

4. Safety

Basic security in the field: staff safety, health and welfare (interactive online learning) – ST/SGB/2003/19

Evacuation procedures for the United Nations Headquarters complex - ST/SGB/2002/8

Protection against retaliation for reporting misconduct and for cooperating with duly authorized audits or investigations – ST/SGB/2005/21

Security and Safety Service at Headquarters: Testing for use of illegal drugs and controlled substances – ST/AI/2003/2

Security, safety and independence of the International Civil Service - ST/SGB/198

5. Security

Authority of United Nations security officers - ST/AI/309/Rev.2, ST/AI/387 and ST/SGB/259

Basic security in the field: staff safety, health and welfare (interactive online learning) – ST/SGB/2003/19

Material and package passes - ST/AI/193/Rev.1 and ST/AI/309/Rev.2

Secure telecommunications equipment - ST/SGB/269

Security and Safety Services at Headquarters: Testing for use of illegal drugs and controlled substances – ST/AI/2003/2

Security, safety and independence of the international civil service - ST/SGB/198 and ST/SGB/2002/13 (see commentary)
- Reporting of arrest or detention of staff members, other agents of the United Nations and members of their families - ST/AI/299

Security arrangements for admission to United Nations Headquarters - ST/AI/387 (see also ST/SGB/259 and ST/AI/309/Rev.2)

Security of valuable articles; lost and found property - ST/AI/227

Use of information and communication technology resources and data – ST/SGB/2004/15

II. Claims

Advisory Board on Compensation Claims - ST/SGB/Staff Rules/Appendix D/Rev.1 and Amend.1

Claims Board - ST/AI/149/Rev.4

Compensation for loss of or damage to personal effects to service - ST/AI/149/Rev.4

Compensation in the event of death, injury or illness attributable to the performance of official duties on behalf of the United Nations: Rules governing - ST/SGB/Staff Rules/Appendix D/Rev.1 and Amend.1

Compensation to members of commissions, committees or similar bodies in the event of death, injury or illness attributable to service with the United Nations: Rules governing - ST/SGB/103/Rev.1

Death and disability coverage for members of the Joint Inspection Unit - ST/AI/235 and Corr.1

Tort claims: Resolution of - ST/SGB/230

III. Communications, archives and records

1. Archives and records

Access to League of Nations archives - ST/SGB/135

Commission for Historical Clarification - ST/SGB/1999/6

Disposition of the documents of the Independent Inquiry Committee into the UN Oil-for Food Programme – ST/SGB/2006/16

Gifts and historical items: Preservation and disposition of - ST/SGB/136

Internal controls govering access to copies of the records of the Serious Crimes Unit of the Office of the Prosecutor General of Timor-Leste – ST/AI/2006/2

Records of the Serious Crimes Unit of the Office of the Prosecutor General of Timor-Leste – ST/SGB/2006/7

United Nations archives and records management - ST/SGB/242 and ST/AI/326 and Corr.1
- Secretary-General's private papers - ST/AI/326 (annex II) and Corr.1
- Secretary-General's records and archives - ST/AI/326 (annex I) and Corr.1

2. Communications, correspondence and mailing

Confidentiality of mailing lists and registers - ST/AI/341

Information and Communications Technology Board - ST/SGB/2003/17

Information and communication technology initiatives - ST/AI/2005/10

Outgoing official United Nations mail at Headquarters: General principles and procedures governing - ST/AI/271, ST/AI/189/Add.10 and ST/AI/341

Secure telecommunications equipment - ST/SGB/269

Use of airmail envelopes - ST/AI/271

3. Pouch

Diplomatic pouch service - ST/AI/368

IV. Conferences

Guidelines for the preparation of host Government agreements falling under General Assembly resolution 40/243 - ST/AI/342 and ST/AI/2001/6 (see also Special conferences below)

Scheduling of meetings and provision of conference services - ST/AI/211 and ST/AI/416

Special conferences: Planning, preparation and servicing of - ST/SGB/160, ST/AI/342, ST/AI/2006/4 and ST/AI/2001/6

Use of United Nations premises for meetings, conferences, special events and exhibits - ST/AI/416, ST/AI/145/Rev.1 (paras. 5 and 6) and ST/AI/387

V. Documents and publications

1. General

Distribution of documents, meeting records, official records and publications - ST/AI/189/Add.3/Rev.2 and ST/AI/341

Publications Board - ST/AI/2001/5

2. Regulations for the control and limitation of documentation

Attribution of authorship in United Nations documents, publications and other official papers - ST/AI/189/Add.6/Rev.4

Classification and declassification of documents - ST/AI/189/Add.16

Copyright in United Nations publications: general principles, practice and procedure - ST/AI/189/Add.9/Rev.2 and Add.2 and ST/AI/189/Add.27

Covers and title pages of publications - ST/AI/189/Add.2 and Amend.1

Criteria for the selection of material to be issued as United Nations publications - ST/AI/189/Add.17

Depository libraries: Principles governing United Nations - ST/AI/189/Add.11/Rev.2

Disposition of the documents of the Independent Inquiry Committee into the UN Oil-for-Food Programme – ST/SGB/2006/16

Distribution of documents, meeting records, official records and publications - ST/AI/189/Add.3/Rev.2 and ST/AI/341

Electronic publishing: Guidelines for - ST/AI/189/Add.26 (see also Publishing in an electronic format: Guidelines for, below)

Exchange of United Nations documents and publications: Principles governing the - ST/AI/189/Add.4/Rev.1

External publishing of United Nations manuscripts - ST/AI/189/Add.14/Rev.1

Initiation, approval and execution of the United Nations biennial publications programme - ST/AI/189/Add.1/Rev.2

Internal controls governing access to copies of the records of the Serious Crimes Unit of the Office of the Prosecutor General of Timor-Leste – ST/AI/2006/2

Internet publishing: United Nations - ST/AI/2001/5

Mailing of official United Nations documentation - ST/AI/189/Add.10, ST/AI/189/Add.3/Rev.2 and ST/AI/271

Maps: Guidelines for the publication of - ST/AI/189/Add.25/Rev.1

Maximum length of documents submitted in the name of the Secretary-General or of the Secretariat - ST/AI/189/Add.20/Rev.1

Mention of names of commercial firms in United Nations documents and publications - ST/AI/189/Add.18

Newsletters and other information materials in printed or electronic format - ST/AI/189/Add.19/Rev.1

Out-of-stock material: Reissue of - ST/AI/189/Add.13/Rev.1

Pricing of United Nations publications - ST/AI/189/Add.15/Rev.1

Publishing in an electronic format: Guidelines for - ST/AI/189/Add.28 (see also Electronic publishing: Guidelines for, above)

References and acknowledgements - ST/AI/189/Add.27 and ST/AI/189/Add.9/Rev.2 and Add.2

Regulations for the control and limitation of documentation - ST/AI/189

Reissue of out-of-stock material - ST/AI/189/Add.13/Rev.1

Requests for document services - ST/AI/189/Add.8/Rev.1

Stock review and disposal of official records and publications - ST/AI/189/Add.5/Rev.2

Supply to the United Nations libraries of material not available through the regular distribution channels - ST/AI/189/Add.12/Rev.1

Timetable for the planning and submission of documents for sessions of United Nations organs - ST/AI/189/Add.23

United Nations Internet publishing - ST/AI/2001/5

Use and disposition of papers and reports of seminars and similar ad hoc meetings - ST/AI/189/Add.22

Use of the International Standard Book Number (ISBN) and the International Standard Serial Number (ISSN) for United Nations publications - ST/AI/189/Add.24

Use of the United Nations emblem on documents and publications - ST/AI/189/Add.21

Workload estimates: Documentation - ST/AI/189/Add.7

VI. Finance

1. Financial arrangements

African Institute for Economic Development and Planning - ST/SGB/129

Asian Institute for Economic Development and Planning - ST/SGB/127 and Amend.1

Latin American Institute for Economic and Social Planning - ST/SGB/125/Rev.1 and Amend.1 and ST/SGB/125/Rev.2 (Spanish only)

United Nations Research Institute for Social Development - ST/SGB/126 and Amend.1

2. General

Contributions from non-Member States - ST/SGB/2003/7 (rule 103.1) and ST/AI/233

Currency and modalities of payment of salaries and allowances - ST/AI/2001/1

Delegation of authority under the Financial Regulations and Rules of the United Nations – ST/AI/2004/1

Designation of staff members performing significant functions in the management of financial, human and physical resources - ST/SGB/2005/7

Establishment and operation of the Central Emergency Response Fund – ST/SGB/2006/10

Establishment of a Senior Advisory Board on Services to the Public – ST/SGB/2005/10

Financial disclosure and declaration of interest statements - ST/SGB/2006/6

Financial responsibility of staff members for gross negligence – ST/AI/2004/3

Information and communication technology initiatives – ST/AI/2005/10

Integrated Management Information System: definition of responsibility for the implementation and operation of the system and terms of reference of the Steering Committee - ST/SGB/276

Non-reimbursable loans of personnel services from sources external to the United Nations common system - ST/AI/231/Rev.1

Official hospitality - ST/AI/2002/8

Official travel - ST/AI/2006/4

Overtime compensation for staff members in the Field Service category at established missions - ST/AI/2000/3

Personnel payroll clearance action - ST/AI/155/Rev.2 and Amend.1

Private legal obligations of staff members - ST/AI/2000/12 (see also section VIII.7 below)

Recovery of overpayments made to staff members - ST/AI/2000/11

Reporting of inappropriate use of United Nations resources and proposals for improvement of programme delivery - ST/AI/397 and ST/SGB/273 (para. 18)

Salary differential for General Service staff in the language text-processing units in the Text-Processing Section, Department of General Assembly Affairs and Conference Services, Headquarters - ST/AI/259/Rev.10 and ST/AI/2001/3

Salary scales and payments: see section VIII.13 below

Solicitation of voluntary contributions within the Secretariat - ST/AI/104

Taxi fares: Reimbursement of - ST/AI/248 and Amend.1

United States taxes: see section VIII.16 below

3. Financial regulations and rules

Delegation of authority under the Financial Rules - ST/SGB/2003/7, ST/AI/2004/1, ST/SGB/2005/7

Financial Regulations and Rules of the United Nations (series 100): Special annex for the United Nations Habitat and Human Settlements Foundation (series 300) to the – ST/SGB/2006/8

Financial Regulations and Rules of the United Nations - ST/SGB/2003/7 and ST/AI/2004/1

Financial Rules of the Fund of the United Nations Environment Programme - ST/SGB/Financial Rules/2

Regulations and Rules Governing Programme Planning, the Programme Aspects of the Budget, the Monitoring of Implementation and the Methods of Evaluation - ST/SGB/2000/8

Regulations for the United Nations Peacekeeping Force in Cyprus - ST/SGB/UNFICYP/1

4. Revenue-producing activities

Bookshop - ST/SGB/2003/7 and ST/AI/244/Rev.1

Garage parking rates: see United Nations Garage, section I.2, above

5. Trust funds and special accounts

Establishment and management of trust funds - ST/SGB/188

Establishment and operation of the Central Emergency Response Fund - ST/SGB/2006/10

General trust funds - ST/AI/284

Programme support accounts - ST/AI/286

Technical cooperation trust funds - ST/AI/285

VII. General office procedures

Administrative issuances:
- Abolition of obsolete - ST/SGB/1999/11 and ST/SGB/2000/16
- Procedures for the promulgation of - ST/SGB/1997/1

Confidentiality of mailing lists and registers - ST/AI/341

Consideration for conversion to permanent appointment of staff members eligible to be considered in 1995 – ST/SGB/2006/9

Disposal of computer equipment at United Nations Headquarters - ST/AI/2001/4

Electronic publishing: Guidelines for - ST/AI/189/Add.26 and ST/AI/189/Add.28

Exhibits Committee guidelines: United Nations - ST/AI/376

Forms management programme - ST/AI/261

Information and Communication Technology (ICT) resources and data: Use of – ST/SGB/2004/15

Information and communications technology initiatives – ST/AI/2005/10

Information circulars - ST/SGB/1997/2 and ST/SGB/1999/11

Integrated Management Information System: definition of responsibility for the implementation and operation of the system and terms of reference of the Steering Committee - ST/SGB/276

Internet publishing: United Nations - ST/AI/2001/5

New nomenclature for staff of the United Nations – ST/SGB/2002/18

Personnel payroll clearance action - ST/AI/155/Rev.2 and Amend.1

Personnel record cards: Maintenance of - ST/AI/105

Post-employment restrictions – ST/SGB/2006/15

Procedures to be followed by the departments, offices and regional commissions of the United Nations with regard to treaties and international agreements - ST/SGB/2001/7

Property management and inventory control at United Nations Headquarters – ST/AI/2003/5

Publishing in an electronic format: Guidelines for - ST/AI/189/Add.28 (see also Electronic publishing: Guidelines for, above)

Reporting of inappropriate use of United Nations resources and proposals for improvement of programme delivery - ST/AI/397 and ST/SGB/273 (para. 18)

Secretary-General's bulletins: see Administrative issuances above

Secure telecommunications equipment - ST/SGB/269

Treaties and international agreements: Procedures to be followed by the departments, offices and regional commissions of the United Nations with regard to - ST/SGB/2001/7

Working languages of the Secretariat - ST/SGB/201 and ST/SGB/212

VIII. Human resources

1. Administration-staff relations

Independent inquiry into the oil-for-food programme- ST/SGB/2004/9

International civil service: Security, safety and independence of the - ST/SGB/198
- Reporting of arrest or detention of staff members, other agents of the United Nations and members of their families - ST/AI/299

Joint Advisory Committee at Headquarters - ST/SGB/200/Rev.1

Joint Appeals Board:
- Assistance and representation by counsel in disciplinary and appeals cases - ST/AI/351 and Amend.1

Joint Disciplinary Committee:
- Assistance and representation by counsel in disciplinary and appeals cases - ST/AI/351 and Amend.1
- Revised disciplinary measures and procedures - ST/AI/371

Office of the Ombudsman - ST/SGB/2002/12

Panels of Counsel - ST/AI/351 and Amend.1

Panels on Discrimination and Other Grievances - ST/AI/308/Rev.1

Procedures and terms of reference of the staff-management consultation machinery at the departmental or office level - ST/SGB/274

Staff representatives: Facilities to be provided to - ST/AI/293

Staff-Management Coordination Committee - ST/SGB/2002/15

Staff-management relations: decentralization of consultation procedure - ST/SGB/172 and ST/SGB/274

Steering Committee for the Improvement of the Status of Women in the Secretariat:
- Membership - ST/SGB/1999/9
- Policies to obtain gender equality in the United Nations - ST/SGB/282 and ST/AI/1999/9

2. Allowances, entitlements and grants

Assignment grant - ST/AI/2000/17

Coordination of action in cases of death of staff members: Travel and transportation in cases of death or health-related emergency - ST/AI/2000/14

Dependency status and dependency benefits - ST/AI/2000/8 and Amend.1

Early separation programme: 1996 - ST/AI/414 and Add.1

Education grant and special education grant for disabled children - ST/AI/2004/2 (see also Special entitlements for staff members serving at designated duty stations below)

Home leave: change of place of home leave and change of country of home leave - ST/AI/367 and ST/AI/367/Amend.1

Mission subsistence allowance - ST/AI/1997/6 (as amended by ST/AI/2002/5 and ST/AI/2005/6)

Mobility and hardship allowance - ST/AI/2000/2 (as amended by ST/AI/2001/9)

Non-resident's allowance: see Rental subsidies and deductions below

Occasional recuperation break - ST/AI/2000/21 (as amended by ST/AI/2004/6 and Corr.1)

Official hospitality - ST/AI/2002/8

Personal status for purposes of United Nations entitlements – ST/SGB/2004/13

Reimbursement for travel by private motor vehicle - ST/AI/1998/2

Reimbursement of costs of basic medical examinations for family members: see Special entitlements for staff members serving at designated duty stations below

Rental subsidies and deductions - ST/AI/2000/16 (as amended by ST/AI/2004/4)

Repatriation grant - ST/AI/2000/5

Salaries and allowances: Currency and modalities of payment - ST/AI/2001/1

Salary differential for General Service staff in the Language Text-Processing Unit, Department of General Affairs and Conference Services – ST/AI/2001/3

Scheme of social security for the staff - ST/SGB/2002/1

Special entitlements for staff members serving at designated duty stations - ST/AI/2000/6 and ST/AI/2006/6/Amend.1

Special post allowance - ST/AI/1999/17 and Amend.1
- Special post allowance for Field Mission staff - ST/AI/2003/3

Subsistence allowance:
- Mission subsistence allowance - ST/AI/1997/6 (as amended by ST/AI/2002/5 and ST/AI/2005/6)
- System of daily subsistence allowance - ST/AI/1998/3 (as amended by ST/AI/2003/9)

Threshold percentage for the purpose of calculating rental subsidies: see Rental subsidies and deductions above

United Nations Nobel Peace Prize Memorial Fund – ST/SGB/2003/11

3. Appeals

Assistance and representation by counsel in disciplinary and appeals cases - ST/AI/351 and Amend.1

Classification Appeals Committees: see System for the classification of posts in section VIII.8 below

Disciplinary measures and procedures: Revised - ST/AI/371

Grievance panels: see Panels on Discrimination and Other Grievances below

Joint Appeals Board:
- Assistance and representation by counsel in disciplinary and appeals cases - ST/AI/351 and Amend.1

Joint Disciplinary Committee:
- Assistance and representation by counsel in disciplinary and appeals cases - ST/AI/351 and Amend.1
- Revised disciplinary measures and procedures - ST/AI/371

Office of the Ombudsman - appointment and terms of reference of the Ombudsman - ST/SGB/2002/12

Panels on Discrimination and Other Grievances - ST/AI/308/Rev.1

Reporting of inappropriate use of United Nations resources and proposals for improvement of programme delivery - ST/AI/397 and ST/SGB/273 (para. 18)

Representation by counsel in disciplinary and appeals cases: Assistance and - ST/AI/351 and Amend.1

Revised disciplinary measures and procedures - ST/AI/371

Special Advisory Board - ST/SGB/2002/1 (rule 109.1)

4. Appointments, placement and promotion

Appointment, extension and conversion of contractual status of staff in the General Service, Security Service and Manual Workers categories - ST/AI/274 and Corr.1 (English only)

Appointments of limited duration - ST/SGB/2006/3 and ST/AI/2001/2 (as amended by ST/AI/2004/5 and ST/AI/2005/4)

Assignment to and return from mission detail: Policy governing - ST/SGB/277 and ST/AI/404 (see also section X below)

Central Review Board - ST/SGB/2002/6

Central Review Committee - ST/SGB/2002/6

Central Review Bodies at designated offices away from Headquarters - ST/SGB/2002/6

Central Review Panel - ST/SGB/2002/6

Central Review Bodies - ST/SGB/2002/6, ST/SGB/2003/1 (for vacancies posted after 1 May 2002)

Competitive examination for recruitment to the Professional category of staff members from other categories - ST/AI/2003/7 (as amended by ST/AI/2005/9)

Competitive examinations for recruitment and placement in posts requiring specific language skills in the Professional category - ST/AI/1998/7

Competitive examinations for the placement of General Service and related categories in particular occupational groups - ST/AI/1998/4

Consideration for conversion to permanent appointment of staff members eligible to be considered in 1995 – ST/SGB/2006/9

Consultants and individual contractors - ST/AI/1999/7 and Amend.1

Consultants and participants in advisory meetings - ST/SGB/177 and ST/AI/296 and Amend.1 (see also Policies for obtaining the services of individuals on behalf of the Organization below)

Contractors: Institutional or corporate - ST/SGB/177 and ST/AI/327

Employment of spouses - ST/AI/273

Gratis personnel - ST/AI/1999/6

Implementation of the report of the Panel on United Nations Peace Operations - filling of new posts - ST/SGB/2001/4 (as amended by ST/SGB/2002/17)

Managed Reassignment Programme for Junior Professional Staff - ST/AI/2001/7

Medical clearances and examinations - ST/AI/2005/12

Movement of staff from the Field Service category to the Professional category - ST/AI/360/Rev.1 and Corr.1 (English only) (see also Competitive examination for recruitment to the Professional category, section VIII.15 below)

Part-time employment - ST/AI/291/Rev.1

Performance Appraisal System - ST/SGB/1999/18 and ST/AI/2002/3

Placement and promotion - ST/SGB/267 and ST/AI/2006/3

Policies for obtaining the services of individuals on behalf of the Organization - ST/SGB/177
- Consultants and individual contractors - ST/AI/1999/7 and Amend.1
- Consultants and participants in advisory meetings - ST/AI/296 and Amend.1
- Institutional or corporate contractors - ST/AI/327
- Technical cooperation personnel and Operational, Executive and Administrative Services (OPAS) officers - ST/AI/297 and Add.1
- Temporary staff and individual contractors - ST/AI/295 and Amend.1 (see also Use of "when actually employed" contracts below)

Policies to achieve gender equality in the United Nations - ST/SGB/282, ST/SGB/1999/19 and ST/AI/1999/9

Prevention of workplace harassment, sexual harassment and abuse of authority – ST/SGB/2005/20

Promotion policy and review: see Placement and promotion above

Recruitment procedures for Professional staff – ST/AI/2006/3

Retention in service beyond the mandatory age of separation and employment of retirees – ST/AI/2003/8 and Amend.1

Senior Review Group - ST/SGB/2005/4

Special conditions for recruitment or placement of candidates successful in a competitive examination for posts requiring special language skills - ST/AI/2000/1 (as amended by ST/AI/2003/1)

Special measures for the achievement of gender equality - ST/AI/1999/9, ST/SGB/282 and ST/SGB/1999/19

Special post allowance - ST/AI/1999/17 and Amend.1
- Special post allowance for field mission staff – ST/AI/2003/3

Staff selection system - ST/SGB/2002/5 and ST/AI/2006/3

Suspension of the granting of permanent and probationary appointments - ST/SGB/280 and Amend.1

Technical cooperation personnel and Operational, Executive and Administrative Services (OPAS) officers - ST/SGB/177 and ST/AI/297 and Add.1

Temporary staff and individual contractors - ST/SGB/177 and ST/AI/295 and Amend.1

Termination of appointment for reasons of health - ST/AI/1999/16

Termination of permanent appointment for unsatisfactory services: Procedure to be followed - ST/AI/222

Use of "when actually employed" contracts for special representatives, envoys and other special high-level positions - ST/SGB/283

5. Attendance, leave and working hours

Abandonment of post - ST/AI/400 (as amended by ST/AI/2005/5)

Breastfeeding, policy on: ST/SGB/2003/14

Certification of sick leave: see sick leave and Recording of attendance and leave below

Family leave, maternity leave and paternity leave - ST/AI/2005/2

Home leave: change of place of home leave and change of country of home leave - ST/AI/367 and ST/AI/367/Amend.1

Introduction of staggered working hours - ST/AI/408

Jury duty: see Recording of attendance and leave below

Occasional recuperation break - ST/AI/2000/21 (as amended by ST/AI/2004/6 and Corr.1)

Recording of attendance and leave - ST/AI/1999/13 (as amended by ST/AI/2005/1)

Registration of staff members and affiliates on Saturdays, Sundays, holidays and after office hours - ST/AI/310 and ST/AI/387

Release of staff members in bad weather or other conditions: see Recording of attendance and leave above

Sabbatical leave programme - ST/AI/2000/4

Sick leave – ST/AI/2005/3

Upgrading of substantive and technical skills - ST/AI/1997/4 and ST/SGB/1998/6

Working hours: Introduction of staggered working hours at Headquarters - ST/AI/408
- Flexible working arrangements - ST/SGB/2003/4

6. Delegation of authority

Administration of the Staff Regulations and Staff Rules - ST/SGB/151, ST/AI/234/Rev.1 and Amend.1 and ST/AI/1999/1

Authority of the United Nations Population Fund (UNFPA) in matters relating to human resources – ST/SGB/2004/10

Delegation of authority under the Financial Rules - ST/SGB/2003/7, ST/AI/2004/1 and ST/SGB/2005/7

Designation of staff members performing significant functions in the management of financial, human and physical resources - ST/SGB/2005/7

7. Duties and obligations

Acceptance of pro bono goods and services (Guidelines) – ST/SGB/2006/5

Assignment to and return from mission detail: Policy governing - ST/SGB/277 and ST/AI/404 (see also section X below)

Basic rights and duties of United Nations staff members: Status - ST/SGB/2002/13
- Regulations governing the status, basic rights and duties other than Secretariat Officials and Experts on Mission - ST/SGB/2002/9

Family and child support obligations of staff members - ST/SGB/1999/4 and ST/AI/2000/12

Financial disclosure and declaration of interest statements - ST/SGB/2006/6

Financial responsibility of staff members for gross negligence – ST/AI/2004/3

Gifts: see Preservation and disposition of gifts and historical items below

Integrity awareness initiative – ST/SGB/2005/17

Obligations of staff members - ST/SGB/1999/4, ST/AI/2000/12 and ST/SGB/2006/6

Outside activities - ST/AI/2000/13

Post-employment restrictions – ST/SGB/2006/15

Preservation and disposition of gifts and historical items - ST/SGB/136

Private legal obligations of staff members - ST/AI/2000/12 (see also Obligations of staff members above)

Procedures for dealing with sexual harassment - ST/AI/379 (see also ST/SGB/253)

Promotion of equal treatment of men and women in the Secretariat and prevention of sexual harassment - ST/SGB/253 and ST/AI/379

Protection against retaliation for reporting misconduct and for cooperating with duly authorized audits or investigations – ST/SGB/2005/21

Rectification of date of birth or of other personal data: Request for - ST/AI/354

Reporting of inappropriate use of United Nations resources and proposals for improvement of programme delivery - ST/AI/397 and ST/SGB/273 (para. 18)

Special measures for protection from sexual exploitation and sexual abuse – ST/SGB/2003/13

Status, basic rights and duties of United Nations staff members - ST/SGB/2002/13
- Regulations governing the status, basic rights and duties other than Secretariat Officials and Experts on Mission - ST/SGB/2002/9

8. Job classification system

System for the classification of posts - ST/AI/1998/9 and Corr.1 (English only)

9. General

Annual inspection of official status file - ST/AI/108 (see also Official status files below)

Bookshop service for staff members: United Nations - ST/AI/244/Rev.1

Breastfeeding, policy on – ST/SGB/2003/14

Currency and modalities of payment of salaries and allowances - ST/AI/2001/1

Employee assistance in cases of alcohol/substance abuse - ST/AI/372

Filing of adverse material in personnel records - ST/AI/292 (see also Official status files below)

Financial responsibility of staff members for gross negligence – ST/AI/2004/3

Guidelines for the acceptance of pro bono goods and services – ST/SGB/2006/5

Integrated Management Information System: definition of responsibility for the implementation and operation of the system and terms of reference of the Steering Committee - ST/SGB/276

International civil service: security, safety and independence of the - ST/SGB/198
- Reporting of arrest or detention of staff members, other agents of the United Nations and members of their families - ST/AI/299

Laissez-passer - ST/AI/155/Rev.2 and Amend.1 (para. 5)

Official hospitality - ST/AI/2002/8

Official status files - ST/AI/108 and ST/AI/292

Performance Appraisal System - ST/SGB/1999/18, and ST/AI/2002/3

Personnel payroll clearance action - ST/AI/155/Rev.2 and Amend.1

Personnel record cards: Maintenance of - ST/AI/105

Post-employment restrictions – ST/SGB/2006/15

Promotion of equal treatment of men and women in the Secretariat and prevention of sexual harassment - ST/SGB/253 (see also ST/AI/379)

Rectification of date of birth or of other personal data: Request for - ST/AI/354

Sexual harassment: Procedures for dealing with - ST/AI/379 (see also Promotion of equal treatment of men and women in the Secretariat above)

Smoking at United Nations Headquarters – ST/SGB/2003/9

Special measures for protection from sexual exploitation and sexual abuse – ST/SGB/2003/13

Staff relief committees, United Nations: see Solicitation of voluntary contributions within the Secretariat, section VI.2 above

Taxi fares: Reimbursement of - ST/AI/248 and Amend.1

Testing in the Security and Safety Service at Headquarters for use of illegal drugs and controlled substances – ST/AI/2003/2

United Nations personnel policy on HIV/AIDS - ST/SGB/1999/17 and ST/SGB/2003/18

Wearing of grounds passes - ST/SGB/259, ST/AI/333 and ST/AI/387

Working hours: Introduction of staggered - ST/AI/408
- Flexible working arrangements – ST/SGB/2003/4

Working languages of the Secretariat - ST/SGB/201 and ST/SGB/212

10. Medical and other insurance

After-service health insurance - ST/AI/394

Employee assistance in cases of alcohol/substance abuse - ST/AI/372

Health and Life Insurance Committee at Headquarters - ST/SGB/275

Life insurance - ST/AI/2002/6
Medical insurance plan for locally recruited staff at designated duty stations away from Headquarters - ST/AI/343 and Corr.1 (French only)

Payment of insurance proceeds under the malicious acts insurance policy – ST/SGB/2004/11

Personal status for purposes of United Nations entitlements – ST/SGB/2004/13

Reimbursement of costs of basic medical examinations for family members: see Special entitlements for staff members serving at designated duty stations in section VIII.2 above

Rules governing compensation in the event of death injury or illness attributable to the performance of official duties on behalf of the United Nations - ST/SGB/Staff Rules/Appendix D/Rev.1 and Amend.1

Testing in the Security and Safety Service at Headquarters for use of illegal drugs and controlled substances – ST/AI/2003/2

11. Pensions, post-retirement services and employment beyond retirement

After-service health insurance - ST/AI/394

Personal identification cards for retired staff members - ST/AI/333 and ST/AI/387

Retention in service beyond the mandatory age of separation and employment of retirees - ST/AI/2003/8 and Amend.1

Scheme of social security for the staff - ST/SGB/2002/1

12. Post adjustment

See index to information circulars (ST/IC/2007/2)

13. Salary scales and payments

Conference and other short-term staff - ST/SGB/2006/3

Currency and modalities of payment of salaries and allowances - ST/AI/2001/1

Field Service category - ST/SGB/2002/1 (as amended by ST/SGB/2003/1, ST/SGB/2004/1 and Corr.1, ST/SGB/2005/1, ST/SGB/2006/1 and ST/SGB/2006/11)

General Service and related categories - ST/SGB/2002/1 (as amended by ST/SGB/2003/1, ST/SGB/2004/1 and Corr.1, ST/SGB/2005/1, ST/SGB/2006/1 and ST/SGB/2006/11)

Language teachers - ST/SGB/2002/1 (as amended by ST/SGB/2003/1, ST/SGB/2004/1 and Corr.1, ST/SGB/2005/1, ST/SGB/2006/1 and ST/SGB/2006/11)

Overtime compensation for staff members in the Field Service category at established missions - ST/AI/2000/3

Professional and higher categories - ST/SGB/2006/4

Recovery of overpayments made to staff members - ST/AI/2000/11

Salary differential for General Service staff in the language text-processing units in the Text-Processing Section, Department of General Assembly Affairs and Conference Services, Headquarters - ST/AI/259/Rev.10 and ST/AI/2001/3

Security Service - ST/SGB/2002/1 (as amended by ST/SGB/2003/1, ST/SGB/2004/1 and Corr.1, ST/SGB/2005/1, ST/SGB/2006/1 and ST/SGB/2006/11)

Special post allowance for field mission staff - ST/AI/2003/3

14. Staff regulations and rules

Administration of the Staff Regulations and Staff Rules - ST/SGB/151, ST/AI/234/Rev.1 and Amend.1 and ST/AI/1999/1

Staff Regulations - ST/SGB/2006/4

Staff Rules:
- Conference and other short-term service - ST/SGB/2006/3
- Rules governing compensation - ST/SGB/Staff Rules/Appendix D/Rev.1 and Amend.1
- Secretariat personnel (series 100) - ST/SGB/2002/1 (as amended by ST/SGB/2003/1, ST/SGB/2004/1 and Corr.1, ST/SGB/2005/1, ST/SGB/2006/1 and ST/SGB/2006/11)
-Technical assistance project personnel (series 200)- ST/SGB/2002/2, (as amended by ST/SGB/2003/2, ST/SGB/2004/2, ST/SGB/2005/2, ST/SGB/2006/2 and ST/SGB/2006/11)
- Staff Rules 301.1 to 312.6 governing appointments for service of a limited duration (300 series) – ST/SGB/2006/3 (as amended by ST/SGB/2006/11)

15. Training, career development and examinations

Building the future - ST/SGB/1998/6 and ST/SGB/1999/15

Competitive examination for recruitment to the Professional category of staff members from other categories - ST/AI/2003/7 (as amended by ST/AI/2005/9) (see also Managed Reassignment Programme for Junior Professional Staff below)

Competitive examinations for recruitment and placement in posts requiring specific language skills in the Professional category - ST/AI/1998/7

Competitive examinations for the placement of General Service and related categories in particular occupational groups - ST/AI/1998/4

Conditions under which staff members may take national competitive recruitment examinations - ST/AI/1997/1

Integrity awareness initiative – ST/SGB/2005/17

Internship programme: United Nations - ST/AI/2000/9, (as amended by ST/AI/2005/11)

Language proficiency and language incentives - ST/AI/1999/2

Managed Reassignment Programme for Junior Professional Staff - ST/AI/2001/7

National competitive examinations - ST/SGB/210 and ST/AI/1997/1 (see also Managed Reassignment Programme for Junior Professional Staff above)

New nomenclature for the staff of the United Nations - ST/SGB/2002/18

Organizational competencies for the future - ST/SGB/1999/15

Placement and promotion - ST/SGB/267 and ST/AI/2006/3
- Policies to achieve gender equality in the Secretariat - ST/SGB/282, ST/SGB/1999/19 and ST/AI/1999/9

Sabbatical leave programme - ST/AI/2000/4

Special conditions for recruitment or placement of candidates successful in a competitive examination for posts requiring special language skills - ST/AI/2000/1 (as amended by ST/AI/2003/1)

Upgrading of substantive and technical skills - ST/AI/1997/4 and ST/SGB/1998/6

Word-processing qualifications: Test for basic - ST/AI/334

16. United States taxes

Payment of income taxes to United States tax authorities - ST/AI/1998/1

17. Visas

Visa Committee - ST/SGB/2000/11

Visa status of non-United States staff members serving in the United States, members of their household and their household employees, and staff members seeking or holding permanent resident status in the United States - ST/AI/2000/19

IX. Library

Dag Hammarskjöld Memorial Library building: Use of - ST/AI/145/Rev.1 (paras. 5 and 6)

Establishment and maintenance of branch libraries and reference centres in the United Nations Secretariat at Headquarters: Procedure for the - ST/SGB/152

Library services - ST/AI/205

Supply to the United Nations libraries of material not available through the regular distribution channels - ST/AI/189/Add.12/Rev.1

Use of United Nations premises for meetings, conferences, special events and exhibits - ST/AI/416 (see also Security arrrangements for admission to United Nations Headquarters in section I.5 above)

X. Missions

Assignment to and return from mission detail: Policy governing - ST/SGB/277 and ST/AI/404

Medal: Regulations for the United Nations (for award to military personnel) - ST/SGB/119 and Amend.1

Medal: Regulations for the United Nations Dag Hammarskjöld (posthumous award to members of peacekeeping operations who have lost their lives) - ST/SGB/2000/15

Medical evacuation - ST/AI/2000/10

Mission subsistence allowance - ST/AI/1997/6 (as amended by ST/AI/2002/5 and ST/AI/2005/6)

Movement of staff from the Field Service category to the Professional category - ST/AI/360/Rev.1 and Corr.1 (English only) (see also Competitive examination for recruitment to the Professional category, section VIII.15 above)

Observance by United Nations forces of international humanitarian law - ST/SGB/1999/13

Overtime compensation for staff members in the Field Service category at established missions - ST/AI/2000/3

Payment of insurance proceeds under the malicious acts insurance policy – ST/SGB/2004/11

Policy governing assignment to and return from mission detail - ST/SGB/277

Records of the Serious Crimes Unit of the Office of the Prosecutor General of Timor-Leste – ST/SGB/2006/7
- Internal controls governing access to copies of the records of the Serious Crimes Unit of the Office of the Prosecutor General of Timor-Leste – ST/AI/2006/2

Special post allowance for field mission staff - ST/AI/2003/3

United Nations Peacekeeping Force in Cyprus: Regulations for - ST/SGB/UNFICYP/1

XI. Organizational structure

1. General

Building the future - ST/SGB/1998/6 and ST/SGB/1999/15

Organization of the Secretariat of the United Nations - ST/SGB/1997/5 (as amended by ST/SGB/2002/1, ST/SGB/2005/16 and ST/SGB/2006/14)

Organizational competencies for the future - ST/SGB/1999/15

Policies and procedures governing the relationship between non-governmental organizations and the United Nations Secretariat - ST/SGB/209

2. Institutes

African Institute for Economic Development and Planning - ST/SGB/129

Asian Institute for Economic Development and Planning - ST/SGB/127 and Amend.1

International Research and Training Institute for the Advancement of Women - ST/SGB/214

Latin American Institute for Economic and Social Planning - ST/SGB/125/Rev.1 and Amend.1 and ST/SGB/125/Rev.2 (Spanish only)

United Nations Research Institute for Social Development - ST/SGB/126 and Amend.1

3. Secretariat departments and units

Central Support Services: Office of - ST/SGB/1998/11 and ST/SGB/2005/7

Centre for Human Settlements (Habitat): United Nations - ST/SGB/2002/14

Conference on Trade and Development: Secretariat of the United Nations - ST/SGB/1998/1

Dag Hammarskjöld Library: see Public Information: Department of, below

Disarmament Affairs: Organization of the Department of - ST/SGB/2004/12

Drugs and Crime: Organization of the United Nations Office on - ST/SGB/2004/6; ST/SGB/240
- Personnel arrangements for the United Nations

Ethics Office: Establishment and terms of reference - ST/SGB/2005/22

Economic and Social Affairs: Department of - ST/SGB/1997/9

Economic and Social Commission for Asia and the Pacific: secretariat of the - ST/SGB/2005/11

Economic and Social Commission for Western Asia: Secretariat of the - ST/SGB/2002/16

Economic Commission for Africa: Secretariat of the - ST/SGB/2005/12

Economic Commission for Europe: secretariat of the - ST/SGB/1998/3

Economic Commission for Latin America and the Caribbean: secretariat of the - ST/SGB/2000/5

Environment Programme: Organization of the secretariat of the United Nations - ST/SGB/2006/13

Executive Office of the Secretary-General - ST/SGB/1998/18

General Assembly and Conference Management: Organization of the Department for - ST/SGB/2005/9

High Commissioner for Human Rights: Office of the United Nations - ST/SGB/1997/10

High Commissioner for Refugees: Office of the United Nations - ST/SGB/1998/9

Humanitarian Affairs: Office for the Coordination of - ST/SGB/1999/8

Human Resources Management: Office of - ST/SGB/2004/8 and ST/SGB/2005/7

Internal Oversight Services: Office of - ST/SGB/2002/7, ST/SGB/273, ST/AI/397 and ST/AI/401 (as amended by ST/AI/2003/4)
- Establishment of - ST/SGB/273
- Personnel arrangements - ST/AI/401 (as amended by ST/AI/2003/4)

- Reporting of inappropriate use of United Nations resources and proposals for the improvement of programme delivery - ST/AI/397
International Drug Control Programme - ST/AI/388

Legal Affairs: Office of - ST/SGB/2006/12

Management: Department of – ST/SGB/2005/8 and ST/SGB/2005/7

Office at Geneva: United Nations - ST/SGB/2000/4

Office at Nairobi: United Nations - ST/SGB/2000/13

Office at Vienna: Organization of the United Nations - ST/SGB/2004/5

Peacekeeping Operations: Department of - ST/SGB/2000/9

Political Affairs: Department of - ST/SGB/2000/10

Programme Planning, Budget and Accounts: Office of - ST/SGB/2000/8, ST/SGB/2003/16 and ST/SGB/2005/7

Public Information: Department of - ST/SGB/1999/10 and ST/AI/376

Regional Commissions Liaison Office - ST/SGB/205

Relief and Works Agency for Palestine Refugees in the Near East: Secretariat of the United Nations - ST/SGB/2000/6

Special Adviser on Africa: Office of the - ST/SGB/2003/6

4. Secretariat boards and committees

Advisory Board on Compensation Claims - ST/SGB/Staff Rules/Appendix D/Rev.1 and Amend.1

Central Review Board - ST/SGB/2002/6

Central Review Committee - ST/SGB/2002/6

Central Review Panel - ST/SGB/2002/6

Central Examinations Board: see Competitive examination for recruitment to the Professional category of staff members from other categories in section VIII.15 above

Central Review Bodies – ST/SGB/2002/6

Claims Board - ST/AI/149/Rev.4

Classification Appeals Committees: see System for the classification of posts in section VIII.8 above

Departmental focal points for women in the Secretariat - ST/SGB/1999/19

Exhibits Committee guidelines: United Nations - ST/AI/376

Garage Review Board - ST/AI/349

Health and Life Insurance Committee at Headquarters - ST/SGB/275

Independent Inquiry Committee (Independent inquiry into the oil-for-food programme) – ST/SGB/2004/9

Information and communications technology Board - ST/SGB/2003/17

Information and Communication Technology (ICT) initiatives (ICT Committees) - ST/AI/2005/10

Integrated Management Information System Steering Committee - ST/SGB/276

Joint Advisory Committee at Headquarters - ST/SGB/200/Rev.1

Joint Appeals Board:
- Assistance and representation by counsel in disciplinary and appeals cases - ST/AI/351 and Amend.1

Joint Disciplinary Committee:
- Assistance and representation by counsel in disciplinary and appeals cases - ST/AI/351 and Amend.1

- Revised disciplinary measures and procedures - ST/AI/371

Management Performance Board – ST/SGB/2005/13

Office of the Ombudsman - appointment and terms of reference of the Ombudsman – ST/SGB/2002/12

Panels of Counsel - ST/AI/351 and Amend.1

Panels on Discrimination and Other Grievances - ST/AI/308/Rev.1

Policy Committee and Management Committee – ST/SGB/2005/16 and ST/SGB/2006/14

Project Review Committee – ST/AI/2005/10

Property Survey Board - ST/SGB/2003/7 (rule 105.21) and ST/AI/202

Publications Board - ST/AI/2001/5

Senior Advisory Board on Services to the Public: Establishment of a – ST/SGB/2005/10

Senior Management Group - ST/SGB/1997/3 (See also ST/SGB/1997/5, ST/SGB/2005/16 and ST/SGB/2006/14)

Senior Review Group - ST/SGB/2005/4

Special Advisory Board - ST/SGB/2002/1 (rule 109.1)

Specialized Board of Examiners: see Competitive examination for recruitment to the Professional category of staff members from other categories in section VIII.15 above

Staff-Management Coordination Committee - ST/SGB/2002/15

Steering Committee for the Improvement of the Status of Women in the Secretariat:
- Membership - ST/SGB/1999/9
- Policies to achieve gender equality in the United Nations - ST/SGB/282 and ST/AI/1999/9

Tort Claims Board - ST/SGB/230

Visa Committee - ST/SGB/2000/11 and ST/AI/2000/19

Working Group on Internet Matters: see United Nations Internet publishing in section V.2 above

Working Group on Relations between Non-governmental Organizations and the Secretariat and United Nations Programmes - ST/SGB/209

5. Units servicing voluntary programmes

African Institute for Economic Development and Planning - ST/SGB/129

Asian Institute for Economic Development and Planning - ST/SGB/127 and Amend.1

International Research and Training Institute for the Advancement of Women - ST/SGB/214

Latin American Institute for Economic and Social Planning - ST/SGB/125/Rev.1 and Amend.1 (English only) and ST/SGB/125/Rev.2 (Spanish only)

United Nations International Drug Control Programme - ST/SGB/2004/6, ST/SGB/240 and ST/AI/388

United Nations Research Institute for Social Development - ST/SGB/126 and Amend.1

XII. Property and supplies

1. Property control

Control of United Nations property covered by personal property receipts - ST/AI/97/Rev.2

Disposal of computer equipment at United Nations Headquarters - ST/AI/2001/4

Electronic publishing: Guidelines for - ST/AI/189/Add.26 (see also Publishing in an electronic format: Guidelines for, in section V.2 above)

Internet publishing: United Nations - ST/AI/2001/5

Material and package passes - ST/AI/193/Rev.1

Official cars: Policy on the provision and use of - ST/AI/2006/1

Property management and inventory control at United Nations Headquarters – ST/AI/2003/5

Property records and inventory control under revised definition of non-expendable property - ST/AI/374

Property Survey Board - ST/SGB/2003/7 (rule 105.21) and ST/AI/202

Secure telecommunications equipment - ST/SGB/269

Use of information and communication technology resources and data – ST/SGB/2004/15

2. General

Information and Communications Technology Board - ST/SGB/2003/17

Information and communication technology (ICT) initiatives – ST/AI/2005/10

Reduction in energy consumption - ST/AI/323

XIII. Protocol

Registration of representatives, establishment of passes and publication of official documents containing lists of delegates to meetings of United Nations organs - ST/AI/118/Rev.1

United Nations Flag Code and Regulations - ST/SGB/132

XIV. Travel and transportation

1. Automobiles, baggage and customs

Excess baggage, shipments and insurance - ST/AI/2006/5 (see also Special entitlements for staff members serving at designated duty stations below)

Official cars: Policy on the provision and use of - ST/AI/2006/1

Reimbursement for travel by private motor vehicle - ST/AI/1998/2

2. Expenses

Medical evacuation - ST/AI/2000/10

Mission subsistence allowance - ST/AI/1997/6 (as amended by ST/AI/2002/5 and ST/AI/2005/6)

Special entitlements for staff members serving at designated duty stations - ST/AI/2000/6 and ST/AI/2000/6/Amend.1

System of daily subsistence allowance - ST/AI/1998/3 (as amended by ST/AI/2003/9)

Terminal expenses: see Official travel below

Travel claims: see Official travel below

Travel expenses and subsistence allowances:
- Members of organs or subsidiary organs of the United Nations - ST/SGB/107/Rev.6

3. General

Coordination of action in cases of death of staff members: Travel and transportation in cases of death or health-related emergency - ST/AI/2000/14

Education grant travel - ST/AI/2004/2 (see also Special entitlements for staff members serving at designated duty stations in section VIII.2 above)

Family visit travel - ST/AI/2000/15 and ST/AI/2006/4

Home leave: change of place of home leave and change of country of home leave - ST/AI/367 and ST/AI/367/Amend.1

Official travel - ST/AI/2006/4

Personal status for purposes of United Nations entitlements – SG/SGB/2004/13

Standard of accommodation: Travel time and rest stopovers - see Official travel above

Travel advances - see Official travel above

Visas: see section VIII.17 above

C. Alphabetical index to administrative issuances*

	Page
Abandonment of post	32
Acceptance of pro bono goods and services: Guidelines	33, 34
Access to League of Nations archives	24
Accommodation: Standard of - see Official travel	
Administration of the Staff Regulations and Staff Rules	33, 36
*Administration-staff relations	29
Administrative instructions: see Administrative issuances	
Administrative issuances	28
Admission to United Nations Headquarters	23
Advisory Board on Compensation Claims	24, 39
African Institute for Economic Development and Planning	26, 38, 40
After-service health insurance	34, 35
Airmail envelopes: Use of	25
Alcohol/substance abuse: Employee assistance in cases of	34
*Allowances, entitlements and grants	29
Annual inspection of official status file	34
*Appeals	30
Appointment, extension and conversion of contractual status of staff in the General Service, Security Service and Manual Workers categories	30
Appointments of limited duration	31
*Appointments, placement and promotion	30-32
*Archives and records: Communications,	24
Arrest or detention of staff members, other agents of the United Nations and members of their families: see Security, safety and independence of the international civil service	
Asian Institute for Economic Development and Planning	26, 38, 40
Assignment grant	29
Assignment to and return from mission detail: policy governing	31, 33, 37
Assistance and representation by counsel in disciplinary and appeals cases	30
Assistance in cases of alcohol/substance abuse: Employee	34
*Attendance, leave and working hours	32
Attribution of authorship in United Nations documents	25
*Authority: Delegation of	33
Authority of United Nations security officers	23
Authority of the United Nations Population Fund (UNFPA) in matters relating to human resources	33
*Automobiles, baggage and customs	41
*Baggage and customs: Automobiles,	41
Basic rights and duties of United Nations staff members: Status,	33
Basic security in the field: Staff safety, health and welfare (interactive online learning)	23
Boards: see Organizational structure	
Bookshop: United Nations	27, 34
Breastfeeding: Policy on	32, 34
*Buildings, premises and security	23
Building the future	36, 37

* Indicates heading in subject index to administrative issuances.

	Page
*Career development and examinations: Training,	36
Cars: Official	41
Central Emergency Response Fund: Establishment and operation of the	28
Central Examinations Board: see Competitive examination for recruitment to the Professional category of staff members from other categories	
Central Review Bodies	31, 39
Central Review Board	31, 39
Central Review Committee	31, 39
Central Review Panel	31, 39
Central Review Bodies at designated offices away from Headquarters	31
Central Support Services: Office of	38
Centre for Human Settlements, United Nations	38
Certification of sick leave: see sick leave	
Child support obligations of staff members: Family and	33
*Claims	24
Claims Board	24, 39
Classification and declassification of documents	25
Classification Appeals Committees: see System for the classification of posts	
Commission for Historical Clarification: see Archives and Records	
*Communications, archives and records	24
*Communications, correspondence and mailing	24
Compendium of job opportunities: see Managed Reassignment Programme for Junior Professional Staff	
Compensation in the event of death, injury or illness attributable to the performance of official duties on behalf of the United Nations	24
Compensation for loss of or damage to personal effects attributable to service	24
Compensation to members of commissions, committees or similar bodies in the event of death, injury or illness attributable to service with the United Nations	24
Competitive examinations	31, 36
Competitive examinations for the placement of General Service and related categories	31, 36
Computer equipment at United Nations Headquarters: Disposal of	28, 40
Conditions under which staff members may take national competitive recruitment examinations	36
Conference and other short-term staff	35
Conference on Trade and Development: secretariat of the United Nations	38
Conference Management: Organization of the Department of General Assembly and -	38
*Conferences	25
Confidentiality of mailing lists and registers	24, 28
Conservation: Energy – see Reduction in energy consumption	
Consideration for conversion to permanent appointment of staff members eligible to be considered in 1995	28, 31
Consultants and individual contractors	31
Consultants and participants in advisory meetings	31
Contractors: institutional or corporate	31
Contributions from non-member States	26
Control of United Nations property covered by personal property receipts	40
Coordination of action in cases of death of staff members: Travel and transportation in cases of death or health-related emergency	29, 41
Copyright in United Nations publications	25
*Correspondence and mailing: Communications,	24

	Page
Covers and title pages of publications	25
Criteria for the selection of materials to be issued as United Nations publications	25
Currency and modalities of payment of salaries and allowances	26, 34, 35
*Customs: Automobiles, baggage and	41
Dag Hammarskjöld Memorial Library: see Department of Public Information	
Dag Hammarskjöld Memorial Library building: Use of	23, 37
Daily subsistence allowance: System of	30, 41
Death and disability coverage for members of the Joint Inspection Unit	24
Death of staff members: Coordination of action in cases of	29, 41
*Delegation of authority	33
Delegation of authority under the Financial Regulations and Rules of the United Nations	26, 27, 33
Department for Disarmament Affairs	38
Department of Economic and Social Affairs	38
Department for General Assembly and Conference Management: Organization of the -	38
Department of Management	39
Department of Peacekeeping Operations	39
Department of Political Affairs	39
Department of Public Information	39
Departmental focal points for women in the Secretariat	39
Dependency status and dependency benefits	29
Deposit of salary: Direct - see Currency and modalities of payment of salaries and allowances	
Depository libraries	25
Designation of staff members performing significant functions in the management of financial, human and physical resources	26, 33
Diplomatic pouch service	25
Disarmament Affairs: Organization of the Department for	38
Disciplinary measures and procedures: Revised	30
Disposal of computer equipment at United Nations Headquarters	28, 40
Disposition of the documents of the Independent Inquiry Committee into the United Nations Oil-for Food Programme	24, 25
Distribution of documents, meeting records, official records and publications	25
*Documents and publications	25-26
Document services: Requests for	26
Drugs and Crime: Organization of the United Nations Office on	38
*Duties and obligations	33
Early separation programme	29
Economic and Social Afairs: Department of	38
Economic and Social Commission for Asia and the Pacific: secretariat of the	38
Economic and Social Commission for Western Asia: secretariat of the	38
Economic Commission for Africa: secretariat of the	38
Economic Commission for Europe: secretariat of the	38
Economic Commission for Latin America and the Caribbean: secretariat of the	38
Education grant and special education grant for disabled children	29
Education grant travel	41
Electronic publishing	25, 28, 40

	Page
Emblem on documents and publications: Use of the United Nations	26
Emergency Relief Coordinator: see Office for the Coordination of Humanitarian Affairs	
Employee assistance in cases of alcohol/substance abuse	34, 35
Employment: Part-time	31
*Employment beyond retirement: Pensions, post-retirement services and	35
Employment of spouses	31
Energy conservation	23
*Entitlements and grants: Allowances,	29
Environment Programme: secretariat of the United Nations	38
Establishment and maintenance of branch libraries and reference centres	37
Establishment and management of trust funds	27
Establishment and operation of the Central Emergency Response Fund (CERF)	27, 28
Establishment of a Senior Advisory Board on Services to the Public	27, 40
Ethics Office – establishment and terms of reference	38
Evacuation: Medical	37, 41
Evacuation procedure	23
*Examinations: Training, career development and	36
Excess baggage, shipments and insurance (see also Special entitlements for staff members serving at designated duty stations)	41
Exchange of United Nations documents and publications	25
Executive Office of the Secretary-General	38
Exhibits Committee guidelines	28, 39
*Expenses	41
Expenses: Terminal - see Official travel	
External publishing of United Nations manuscripts	25
Family and child support obligations of staff members	33
Family leave, maternity leave and paternity leave	32
Family visit travel	41
Field Service category:	35
Mission subsistence allowance	29, 37, 41
Movement to Professional category	31, 37
*Salary scales and payments	35
Filing of adverse material in personnel records	34
*Finance	26-27
*Financial arrangements	26
Financial disclosure and declaration of interest statements	27, 33
*Financial Regulations and Rules	27
Financial Regulations and Rules of the United Nations	27
Financial Regulations and Rules: Habitat and Human Settlements Foundation	27
Financial responsibility of staff members for gross negligence	27, 33, 34
Financial Rules of the Fund of the United Nations Environment Programme	27
Flag Code and Regulations: United Nations	41
Flexible working arrangements	32
Forms management programme	28
*Garage	23
Garage Review Board	23, 39
Gender equality: Policies to achieve	31

	Page
General Assembly and Conference Management: Organization of the Department for -	38
*General office procedures	28
General Service and related categories	35
General trust funds	28
Gifts and historical items: preservation and disposition of	24, 33
Gratis personnel	31
Grievance panels: see Panels on Discrimination and Other Grievances	
Grounds passes: wearing of	23
Guidelines for the acceptance of pro bono goods and services	34
Guidelines for the preparation of host government agreements	25
Hardship allowance: Mobility and	29
Health and Life Insurance Committee at Headquarters	35, 39
High Commissioner for Human Rights: Office of the United Nations	38
High Commissioner for Refugees: Office of the United Nations	38
HIV/AIDS: see United Nations personnel policy on	
Home leave: change of place of home leave and change of country of home leave	29, 32, 42
Hospitality: Official	27, 29, 34
Host Government agreements falling under General Assembly resolution 40/243: Guidelines for the preparation of	25
Household goods: Storage of personal effects and - see Excess baggage, shipments and insurance	
*Human resources	29-37
Human Resources Management: Office of	38
Human Rights: Office of the United Nations High Commissioner for	38
Human Settlements: United Nations Centre for	38
Humanitarian Affairs: Office for the Coordination of	38
Identification cards: Personal	23, 35
Implementation of the report of the Panel on United Nations Peace Operations—filling of new posts	31
Improvement of programme delivery: see Reporting of inappropriate use of United Nations resources and proposals for improvement of programme delivery	
Independent Inquiry Committee (Independent inquiry into the oil-for-food programme)	29, 39
Information and Communications Technology Board	24, 39, 41
Information and communication technology initiatives	24, 27, 41
Information and communication technology resources and data: Use of	24, 28, 41
Information circulars	28
Initiation, approval and execution of the United Nations biennial publication programme	25
*Institutes	38
Insurance: Excess baggage, shipments and	41
*Insurance: Medical and other	34
Integrated Management Information System	25, 27, 28, 34,39
Integrity awareness initiative	33, 36
Internal controls governing access to copies of the records of the Serious Crimes Unit of the Office of the Prosecutor General of Timor-Leste	24, 25
Internal Oversight Services: Office of	38
International agreements: Procedures to be followed by the departments, offices and regional commissions of the United Nations with regard to treaties and	28
International civil service: security, safety and independence of the	29, 34
International Drug Control Programme: United Nations	39
International humanitarian law: Observance by United Nations forces of	37

	Page
International Research and Training Institute for the Advancement of Women	38, 40
International Standard Book Number (ISBN) and International Standard Serial Number (ISSN) for United Nations publications: Use of the	26
Internet publishing: United Nations	25, 28, 41
Internship programme: United Nations	36
Introduction of staggered working hours	32
Inventory control: Property records and	41
Issuances: Administrative	28
*Job classification system	33
Joint Advisory Committee at Headquarters	29, 39
Joint Appeals Board	29, 30, 39
Joint Disciplinary Committee	29, 30, 39
Joint Inspection Unit: Death and disability coverage for members of the	24
Jury duty: see Recording of attendance and leave	
Laissez-passer	34
Language proficiency and language incentives	36
Language teachers	35
Latin American Institute for Economic and Social Planning	26, 38, 40
League of Nations archives: Access to	24
Leave: Home	29, 32, 42
*Leave and working hours: Attendance,	32
Leave for: Upgrading of substantive and technical skills	32, 36
Legal Affairs: Office of	39
Legal obligations of staff members: Private	27, 33
Libraries: Depository	25
*Library	37
Library services	37
Life insurance	35
Life Insurance Committee at Headquarters: Health and	35, 39
Lost and found property: Security of valuable articles	24
*Mailing: Communications, correspondence and	24
Mailing lists and registers: Confidentiality of	24, 28
Mailing of official United Nations documentation	25
Malicious acts insurance policy: Payment of insurance proceeds under the	35, 37
Managed Reassignment Programme for Junior Professional Staff	31, 36
Management: Department of	39
Management Group: Senior	40
Management Performance Board	40
Maps: Guidelines for the publication of	25
Material and package passes	23, 41
Maternity leave: Family leave and paternity leave	32
Maximum length of documents submitted in the name of the Secretary-General or of the Secretariat	26
Medal: Regulations for the United Nations (for award to military personnel)	37

	Page
Medal: Regulations for the United Nations Dag Hammarskjöld	37
*Medical and other insurance	34
Medical evacuation	37, 41
Medical examinations for family members: Reimbursement of costs of basic - see Special entitlements for staff members serving at designated duty stations	
Medical insurance plan for locally recruited staff at designated duty stations away from Headquarters	35
Medical clearances and examinations	31
Mention of names of commercial firms in United Nations documents and publications	26
Mission subsistence allowance (see also Allowances, entitlements and grants)	29, 37, 41
*Missions	37
Mobility and hardship allowance	29
Movement of staff from the Field Service category to the Professional category	31, 37
National competitive examinations	36
New nomenclature for staff of the United Nations	28, 36
Newsletters and other information materials in printed or electronic format	26
Nobel Peace Prize Memorial Fund, United Nations	30
Non-governmental organizations and the United Nations Secretariat: Policies and procedures governing the relationship between	38
Non-reimbursable loans of personnel services from sources external to the United Nations common system	27
Non-resident's allowance: see Rental subsidies and deductions	
Non-smoking policy at United Nations Headquarters, New York	23
*Obligations: Duties and	33
Obligations of staff members	33
Observance by United Nations forces of international humanitarian law	37
Occasional recuperation break	29, 32
Office at Geneva: United Nations	39
Office at Nairobi: United Nations	39
Office at Vienna: United Nations	39
Office on Drugs and Crime: Organization of the United Nations	38
Office for the Coordination of Humanitarian Affairs	38
Office of Central Support Services	38
Office of Human Resources Management	38
Office of Internal Oversight Services	38
Office of Legal Affairs	39
Office of Programme Planning, Budget and Accounts	39
Office of the Special Adviser on Africa	39
Office of the United Nations High Commissioner for Human Rights	38
Office of the United Nations High Commissioner for Refugees	38
*Office procedures: General	28
Official cars	41
Official hospitality	27, 29, 34
Official status files	34
Official travel	27, 42
Ombudsman, Office of the	29, 30, 40
Organization of the Secretariat of the United Nations	37

	Page
Organizational competencies for the future	36, 38
*Organizational structure	37-40
Out-of-stock material: Reissue of	26
Outgoing official United Nations mail at Headquarters	24
Outside activities	33
Overpayments made to staff members: Recovery of	27, 35
Oversight Services: Office of Internal	38
Overtime compensation for staff members in the Field Service category at established missions	27, 35, 37
Package passes: Material and	23, 41
Panel on United Nations Peace Operations - filling of new posts: Implementation of the report of the	31
Panels of Counsel	29, 40
Panels on Discrimination and Other Grievances	29, 30, 40
Parking rates: see United Nations garage	
Part-time employment	31
*Passes	23
Paternity leave: Family leave and maternity leave	32
Payment of income taxes to the United States tax authorities	36
Payment of insurance proceeds under the malicious acts insurance policy	35, 37
Peacekeeping Operations: Department of	39
*Pensions, post-retirement services and employment beyond retirement	35
Performance Appraisal System	31, 34
Personal identification cards	23, 35
Personal status for purposes of United Nations entitlements	29, 35, 42
Personnel payroll clearance action	27, 28, 34
Personnel policy on HIV/AIDS: United Nations	34
Personnel record cards: maintenance of	28, 34
Placement and promotion	31, 36
Policies and procedures governing the relationship between non-governmental organizations and the United Nations Secretariat	38
Policies for obtaining the services of individuals on behalf of the Organization	31
Policies to achieve gender equality in the United Nations	31
Policy Committee/Management Committee	40
Policy governing assignment to and return from mission detail	37
Political Affairs: Department of	39
*Post adjustment	35
Post-employment restrictions	28, 33, 34
*Post-retirement services and employment beyond retirement: Pensions,	35
*Pouch	25
*Premises and security: Buildings,	23
Preservation and disposition of gifts and historical items	33
Prevention of workplace harassment, sexual harassment and abuse of authority	31
Pricing of United Nations publications	26
Private legal obligations of staff members (see also Duties and obligations)	27, 33
Procedures and terms of reference of the staff-management consultation machinery at the departmental or office level	29
Procedures for dealing with sexual harassment	33

	Page
Procedures for the promulgation of administrative issuances: see Administrative issuances	
Procedures of the Senior Review Group for the filling of posts at the Director (D-2) and higher levels: see Senior Review Group	
Procedures to be followed by the departments, offices and regional commissions of the United Nations with regard to treaties and international agreements	28
Professional and higher categories	35
Programme delivery: see Reporting of inappropriate use of United Nations resources and proposals for improvement of	
Programme Planning, Budget and Accounts: Office of	39
Programme support accounts	28
Project Review Committee	40
*Promotion: Appointments, placement and	30-32
Promotion of equal treatment of men and women in the Secretariat and prevention of sexual harassment	34
Promotion policy and review: see Placement and promotion	
*Property and supplies	40
Property management and inventory control at United Nations Headquarters	23, 28, 41
Property records and inventory control under revised definition of non-expendable property	41
Property Survey Board	23, 40, 41
Protection against retaliation for reporting misconduct and for cooperating with duly authorized audits or investigations	23, 33
*Protocol	41
Public Information: Department of	39
*Publications: Documents and	25-26
Publications Board	25, 40
Publishing: Electronic	26, 28, 40
Publishing in an electronic format: guidelines for	25, 26, 28
Reassignment Programme for Junior Professional Staff: Managed	31, 36
Recording of attendance and leave	32
*Records: Archives and	24
Records of the Serious Crimes Unit of the Office of the Prosecutor General of Timor-Leste	24, 37
Recovery of overpayments made to staff members	27, 35
Recruitment procedures for Professional staff	32
Rectification of date of birth or of other personal data: request for	34
Recuperation break: Occasional	29, 32
Reduction in energy consumption	23, 41
Reference centres: Establishment and maintenance of branch libraries and	37
References and acknowledgements (in United Nations publications and documents)	26
Refugees: Office of the United Nations High Commissioner for	38
Regional Commissions Liaison Office	39
Registration of representatives, establishment of passes and publication of official documents containing lists of delegates to meetings of United Nations organs	41
Registration of staff members and affiliates on Saturdays, Sundays, holidays and after office hours	23, 32
*Regulations and Rules: Financial	27
Regulations and Rules Governing Programme Planning, the Programme Aspects of the Budget, the Monitoring of Implementation and the Methods of Evaluation	27
*Regulations and Rules: Staff	36
*Regulations for the control and limitation of documentation	25-26
Regulations for the United Nations Dag Hammarskjöld medal	37

	Page
Regulations for the United Nations medal	37
Regulations for the United Nations Peacekeeping Force in Cyprus	27
Reimbursement for travel by private motor vehicle	29, 41
Reimbursement of costs of basic medical examinations for family members: see Special entitlements for staff members serving at designated duty stations	
Reissue of out-of-stock material	26
Release of staff members in bad weather or other emergency conditions: see Recording of attendance and leave	
Relief and Works Agency for Palestine Refugees in the Near East: United Nations	39
Relief committees, United Nations staff: see Solicitation of voluntary contributions within the Secretariat	
Rental subsidies and deductions	30
Repatriation grant	30
Reporting of inappropriate use of United Nations resources and proposals for improvement of programme delivery	27, 28, 30, 33
Representation by counsel in disciplinary and appeals cases	30
Requests for documents services	26
Retention in service beyond the mandatory age of separation and employment of retirees	32, 35
*Revenue-producing activities	27
Revised disciplinary measures and procedures	30
Rules: Financial Regulations and	27
*Rules: Staff Regulations and	36
Rules governing compensation in the event of death, injury or illness	35
Sabbatical leave programme	32, 36
*Safety	23
Salaries and allowances: Currency and modalities of payment of	30
Salary: Direct deposit of - see Currency and modalities of payment of salaries and allowances	
Salary differential for General Service staff in the language text-processing units in the Text-Processing Processing Section, Department of General Assembly Affairs and Conference Services, Headquarters	27, 30, 35
*Salary scales and payments	35
Scheduling of meetings and provision of conference services	25
Scheme of social security for the staff	30, 35
Secretariat of the United Nations: Organization of the	37
*Secretariat boards and committees	39-40
Secretariat buildings: see Buildings, premises and security	
*Secretariat departments and units	38-39
Secretariat of the Economic and Social Commission for Asia and the Pacific	38
Secretariat of the Economic and Social Commission for Western Asia	38
Secretariat of the Economic Commission for Africa	38
Secretariat of the Economic Commission for Europe	38
Secretariat of the Economic Commission for Latin America and the Caribbean	38
Secretariat of the United Nations Conference on Trade and Development	38
Secretariat of the United Nations Environment Programme	38
Secretariat of the United Nations Relief and Works Agency for Palestine Refugees in the Near East	39

	Page
Secretary-General: Executive Office of the	38
Secretary-General's bulletins: see Administrative issuances	
Secretary-General's records and archives: see United Nations archives and records management	
Secure telecommunications equipment	23, 25, 28, 41
*Security	23, 28
Security arrangements for admission to United Nations Headquarters	24
Security of valuable articles	24
Security and Safety Service at Headquarters: Testing for use of illegal drugs and controlled substances	23, 24
Security, safety and independence of the: International civil service	24, 29, 34
Security service	35
Senior Advisory Board on Services to the Public: Establishment of a	40
Senior Management Group	40
Senior Review Group	32, 40
Sexual harassment: Procedures for dealing with	34
Shipments and insurance: Excess baggage, (see also Special entitlements for staff members serving at designated duty stations)	41
Sick leave	32
Skills: Upgrading of substantive and technical	32, 36
Smoking at United Nations Headquarters	34
Social security for the staff: Scheme of	30, 35
Solicitation of voluntary contributions within the Secretariat	27
Special Adviser on Africa: Office of the	39
Special Advisory Board	30, 40
Special conditions for recruitment or placement of candidates successful in a competitive examination for posts requiring special language skills	32, 36
Special conferences: the planning, preparation and servicing of	25
Special entitlements for staff members serving at designated duty stations	30, 41
Special measures for protection from sexual exploitation and sexual abuse	33, 34
Special measures for the achievement of gender equality	32
Special post allowance	30, 32
Special post allowance for field mission staff	32, 36, 37
Specialized Board of Examiners: see Competitive examination for recruitment to the Professional category of staff members from other categories	
Split shipments: see Excess baggage, shipments and insurance	
*Staff Regulations and Rules	36
Staff regulations	36
*Staff relations: Administration -	29
Staff relief committees, United Nations: see Solicitation of voluntary contributions within the Secretariat	
Staff representatives: facilities to be provided	29
Staff rules	36
Staff selection system	32
Staff-Management Coordination Committee	29, 40
Staff-management relations	29
Standard of accommodation: see Official travel	
Status, basic rights and duties of United Nations staff members	33
Steering Committee for the Improvement of the Status of Women in the Secretariat	29, 40
Stock review and disposal of official records and publications	26
Studies programme: see Upgrading of technical and substantive skills	

	Page
Subsistence allowance	30, 41
Substance abuse: Employee assistance in cases of alcohol/	34
*Supplies: Property and	40
Supply to the United Nations libraries of material not available through the regular distribution channels	26, 37
Support Services: Office of Central	38
Suspension of the granting of permanent and probationary appointments	32
System for the classification of posts	33
System of daily subsistence allowance	41
*Taxes: United States	36
Taxi fares	27, 34
Technical cooperation personnel and Operational, Executive and Administrative Services (OPAS) officers	32
Technical cooperation trust funds	28
Technology Board: Information and Communications	23, 41
Telecommunications equipment: Secure	23, 24, 28, 41
Temporary staff and individual contractors	32
Terminal expenses: see Official travel	
Termination of appointment for reasons of health	32
Termination of permanent appointment for unsatisfactory services: procedure to be followed	32
Testing in the Security and Safety Service at Headquarters for use of illegal drugs and controlled substances	34, 35
Threshold percentage for the purpose of calculating rental subsidies: see Rental subsidies and deductions	
Time, attendance and leave recording: see Recording of attendance and leave, and Family leave, sick leave and maternity leave	
Timetable for the planning and submission of documents for sessions of United Nations organs	26
Tort Claims Board	40
Tort claims: resolution of	24
*Training, career development and examinations	36
Transportation of privately owned automobiles: see Excess baggage, shipments and insurance	
*Travel and transportation	41
Travel expenses and subsistence allowances	41
Treaties and international agreements: Procedures to be followed by the departments, offices and regional commissions of the United Nations with regard to	28
*Trust funds and special accounts	27
Unaccompanied shipments and insurance coverage for personnel effects and household goods: see Excess baggage, shipments and insurance	
United Nations archives and records management	24
United Nations Bookshop service for staff members	23
United Nations Centre for Human Settlements (Habitat)	38
United Nations Conference on Trade and Development	38
United Nations emblem on documents and publications: Use of	26
United Nations Environment Programme: secretariat of the	38

	Page
United Nations Flag Code and Regulations	41
United Nations forces: see Observance by United Nations forces of international humanitarian law	
United Nations garage	23
United Nations High Commissioner for Human Rights: Office of the	38
United Nations High Commissioner for Refugees: Office of the	38
United Nations International Drug Control Programme	40
United Nations Internet publishing	26
United Nations internship programme	36
United Nations Nobel Peace Prize Memorial Fund	30
United Nations Office at Geneva	39
United Nations Office at Nairobi	39
United Nations Office at Vienna	39
United Nations Office on Drugs and Crime: Organization of the	38
United Nations Peace Operations - filling of new posts: Implementation of the report of the Panel on	31
United Nations Peacekeeping Force in Cyprus: Regulations for the	27, 37
United Nations personnel policy on HIV/AIDS	34
United Nations Population Fund (UNFPA), authority in matters relating to human resources	33
United Nations premises for meetings, conferences, special events and exhibits: Use of	23, 25, 37
United Nations Relief and Works Agency for Palestine Refugees in the Near East: secretariat of the	39
United Nations Research Institute for Social Development	26, 38, 40
United Nations Staff Relief Committees: see Solicitation of voluntary contributions within the Secretariat	
United Nations Web sites: see United Nations Internet publishing	
*United States taxes	36
*Units servicing voluntary programmes	40
Upgrading of substantive and technical skills	32, 36
Use and disposition of papers and reports of seminars and similar ad hoc meetings	26
Use of airmail envelopes	25
Use of Dag Hammarskjold Memorial Library building	23
Use of information and communication technology resources and data	24, 28, 41
Use of the International Standard Book Number (ISBN) and the International Standard Serial Number (ISSN) for United Nations publications	26
Use of the United Nations emblem on documents and publications	26
Use of United Nations premises for meetings, conferences, special events and exhibits	23, 25, 37
Use of United Nations resources and proposals for improvement of programme delivery: Reporting of inappropriate	27, 28, 30, 33
Use of "when actually employed" contracts for special representatives, envoys and other special high-level positions	32
Visa Committee	37, 40
Visa status of non-United States staff members serving in the United States	37
*Visas	37
Voluntary contributions within the Secretariat: Solicitation of	27
*Voluntary programmes: Units servicing	40

	Page
WAE contracts: see Use of "when actually employed" contracts for special representatives, envoys and other special high-level positions	
Wearing of grounds passes	23, 34
Weather, Release of staff members in bad: see Recording of attendance and leave	
Web sites, United Nations: see United Nations Internet publishing	
Women in the Secretariat:	
Special measures for the achievement of gender equality	31
Steering Committee for the Improvement of the Status of Women in the Secretariat	29, 40
Word-processing qualifications - Test for basic	36
Working group on relations between Non-Governmental Organizations and the Secretariat and United Nations Programmes	40
*Working hours: Attendance, leave and	32
Working hours: Introduction of staggered working hours at Headquarters	32, 34
Working languages of the Secretariat	28, 34
Workload estimates: Documentation	26

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